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AUTHOR Hough, Sharon L.; And Others
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ABSTRACT

The general purpose of the occupational analysis is to provide workable, basic information dealing with the many and varied duties performed in the dental assistant occupation. The document opens with a brief introduction followed by a job description. The bulk of the document is presented in table form. Six duties are broken down into a number of tasks and for each task a table is presented, showing: tools, equipment, materials, objects acted upon; performance knowledge; safety--hazard; science; math--number systems; and communications. The duties include: performing dental nursing skills, chairside procedures, expanded duty procedures, dental laboratory skills, and dental office management duties; and supervising a control program. (BP)

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Occupational Analysis

CE004172

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DENTAL ASSISTANT

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Trade and Industrial Education
The Ohio State University

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AN ANALYSIS OF THE DENTAL ASSISTING OCCUPATION

Developed by

Sharon L. Hough, C.C.D.A.
Instructor, Dental Assisting
Paul C. Hayes Technical School
Grove City, Ohio

Dorothy R. Hall, C.C.D.A.
Instructor, Dental Assisting
Eastland Vocational Center
Groveport, Ohio

Dr. Jack R. Parrish, D.D.S.
Consultant
College of Dentistry
The Ohio State University
Columbus, Ohio

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Coordinator: William L. Ashley

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The Ohio State University

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FOREWORD

The occupational analysis project was conducted by The Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University in conjunction with the State Department of Education, Division of Vocational Education pursuant to a grant from the U.S. Office of Education.

The Occupational Analysis project was proposed and conducted to train vocational educators in the techniques of making a comprehensive occupational analysis. Instructors were selected from Agriculture, Business, Distributive, Home Economics, and Trade and Industrial Education to gain experience in developing analysis documents for sixty-one different occupations. Representatives from Business, Industry, Medicine, and Education were involved with the vocational instructors in conducting the analysis process.

The project was conducted in three phases. Phase one involved the planning and development of the project strategies. The analysis process was based on sound principles of learning and behavior. Phase two was the identification, selection and orientation of all participants. The training and workshop sessions constituted the third phase. Two-week workshops were held during which teams of vocational instructors conducted an analysis of the occupations in which they had employment experience. The instructors were assisted by both occupational consultants and subject matter specialists.

The project resulted in producing one hundred two trained vocational instructors capable of conducting and assisting in a comprehensive analysis of various occupations. Occupational analysis data were generated for sixty-one occupations. The analysis included a statement of the various tasks performed in each occupation. For each task the following items were identified: tools and equipment; procedural knowledge; safety knowledge; concepts and skills of mathematics, science and communication needed for successful performance in the occupation. The analysis data provided a basis for generating instructional materials, course outlines, student performance objectives, criterion measures, as well as identifying specific supporting skills and knowledge in the academic subject areas.

PREFACE

The purpose of this document is to provide a reference for the development of vocational programs of instruction. The contents of the book covers the major duties and tasks performed by dental assistants in Ohio. Each task has been analyzed to identify specific skills and knowledge essential for accurate and efficient performance of the task. The level of specificity and detail of the analysis process was modified in order to accommodate the time frame and total scope of information to provided. The participants were involved in an intensive process of inquiry, organization, and definition utilizing both professional consultants and written resources.

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The Ohio State University
Beachwood, Ohio

N. S. Gidwani, Chemistry
Columbus Technical Institute
Columbus, Ohio

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The Ohio State University
Columbus, Ohio

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Worthington High School
Worthington, Ohio

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Columbus, Ohio

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Columbus Technical Institute
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Columbus Technical Institute
Columbus, Ohio

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University of Connecticut
Colchester, Connecticut

James A. Sherlock, Communications
Columbus Technical Institute
Columbus, Ohio

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Worthington High School
Worthington, Ohio

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The Ohio State University
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Barbara Hughes

Carol Marvin

Patti Nye

Kathy Roediger

Mary Salay

Research Associate

Administrative Assistant

Editorial Consultant

Typist

Typist

Typist

Typist

Typist

Typist

Typist

Typist

Typist

Typist

Typist

Typist

JOB DESCRIPTION

The dental assistant serves the dental profession as an extension of the practitioner enabling the dentist to do only those duties requiring his/her advanced knowledge and skills.

The dental assistant, in order to become a qualified member of the dental team, must be knowledgeable in the complexities of the interrelated subjects associated with dentistry.

The dental assistant must have knowledge and skill as a chairside assistant, as an executive secretary in practice management, as a dental laboratory assistant, a dental nurse, a control therapist and as an expanded duty assistant.

Duty A

Performing Dental Nursing Skills

- 1 Take and record a blood pressure
- 2 Take a patient's pulse
- 3 Take a respiratory reading
- 4 Take an oral temperature
- 5 Aid a patient for foreign objects in the throat
- 6 Aid a patient for hemorrhage
- 7 Aid a patient for convulsions
- 8 Aid a syncope patient
- 9 Aid a patient in shock
- 10 Aid a patient for cardiac arrest
- 11 Complete inventory of drug supply
- 12 Dispense medication to a patient
- 13 Write a prescription under order

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

BLOOD PRESSURE CUFF
STETHESCOPE
PATIENT

PERFORMANCE KNOWLEDGE

POSITION AND PREPARE PATIENT
PLACE BLOOD PRESSURE CUFF
PLACE STETHESCOPE CONE
TAKE READING AND RECORD
DECISION
SELECTING CORRECT SIZED BLOOD PRESSURE CUFF
ACCURATE READING
FAILURE MODE
UNAWARENESS OF OSCILLATORY GAP
ALLOWING PATIENT TO BECOME ALARMED, CAUSING
RISE IN BLOOD PRESSURE-INACCURATE READING

SAFETY - HAZARD

PROLONGED CUFF PRESSURE
HAZARD -IMPAIRS CIRCULATION

SCIENCE

CIRCULATORY SYSTEM (FUNDIMENTARY KNOWLEDGE)
FLUIDS UNDER PRESSURE (Examples INCOMPRESSIBILITY, TRANSFER OF PRESSURE)
SYSTOLIC AND DIASTOLIC PRESSURE
SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE

MATH - NUMBLR SYSTEMS

READ AND INTERPRET CHARTS, TABLES, AND/OR CHARTS
MEASURE WITH THE METRIC AND ENGLISH SYSTEM AND CONVERT BETWEEN THEM

COMMUNICATIONS

WRITING -RECORD
SPEAKING--GIVING ORDERS, REASSURE PATIENT
READING--INSTRUMENT
SPHYGMOMANOMETER

(TASK STATEMENT) TAKE A PATIENT'S PULSE

TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON

WATCH WITH SECOND HAND
PATIENT

PERFORMANCE KNOWLEDGE

POSITION PATIENT
APPLY INDEX FINGERS (2) TO RADIAL ARTERY IN WRIST
DECISION
PLACING FINGERS AT PROPER PRESSURE POINT
FAILURE MODE
INACCURATE READING--USING TIME
ALARMING PATIENT CAUSING RAPID PULSE

SAFETY -- HAZARD

ASSISTANT USING OWN THUMB TO CHECK PULSE
HAZARD OBTAIN INCORRECT PULSE

SCIENCE

CIRCULATORY SYSTEM--PRESSURE POINTS
ARTERIAL PRESSURE

MATH -- NUMBER SYSTEMS

LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SE-QUENTIAL
ORDERING)
MULTIPLICATION AND DIVISION WITH WHOLE NUMBERS

COMMUNICATIONS

READ INSTRUMENT (WATCH WITH SECOND HAND)
SPEAKING--GIVING ORDERS, REASSURING PATIENT
WRITING--RECORD PULSE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
<p>PATIENT WATCH, SECOND HAND</p>	<p>OBSERVE PATIENT AT A TIME WHEN HE/SHE IS NOT AWARE DECISION WHEN TO TAKE COUNT FAILURE MODE INACCURATE COUNT IF PATIENT BECOMES AWARE</p>	
SCIENCE	MATH - NUMBLR SYSTEMS	COMMUNICATIONS
<p>RESPIRATORY SYSTEM UNDERSTAND PULSE</p>	<p>LOCATE BY APPROXIMATION RATIONAL NUMBERS AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL ORDERING)</p>	<p>INSTRUCTING VERBAL WRITING-RECORD</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

ORAL THERMOMETER
ALCOHOL
GAUZE, 2 x 2 SPONGE
PATIENT
TIME PIECE

PERFORMANCE KNOWLEDGE

INSTRUCT PATIENT
PLACE THE THERMOMETER
TAKE READING
RECORD
DECISION
LENGTH OF TIME
FAILURE MODE
INACCURATE READING DUE TO INSUFFICIENT
TIME OR PREPARATION

SAFETY - HAZARD

BROKEN THERMOMETER
HAZARD LACERATION TO PATIENT
MERCURY REACTION TO PATIENT

SCIENCE

EFFECT OF HEATING AND COOLING ON EXPAN-
SION OF MATERIALS (CHANGE OF DIMENSIONS)
EXPANSION OF HEATED FLUID
ORAL CAVITY ANATOMY
TRANSFER OF ENERGY FROM ONE FORM TO
ANOTHER

MATH - NUMBER SYSTEMS

READ AND INTERPRET CHARTS, TABLES, AND/OR
GRAPHS
LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)
MEASURES OF TEMPERATURE

COMMUNICATIONS

WRITING--RECORD
SPEAKING--GIVING ORDERS
READING INSTRUMENT (THERMOMETER)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
<p>HIGH VELOCITY EVACUATOR HEMOSTAT</p>	<p>REMAIN CALM APPLY EVACUATOR OR HEMOSTAT DECISION IF PATIENT ASPIRATES OR SWALLOWS KNOW LIMITATIONS OF OWN SKILL USES COUGHING INABILITY TO BREATHE CORRECTLY FAILURE MODE INABILITY TO RETRIEVE</p>	<p>FORCE USED BY OPERATION IN RETRIEVING HAZARD FOREIGN OBJECTS ASPIRATED BY PATIENT SUFFOCATION BY PATIENT</p>
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
<p>ANATOMY OF ORAL CAVITY AND PHARYNGEAL AREA RESPIRATION PROCESS FIRST AID SIGNIFICANCE OF VITAL SIGNS SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE.</p>	<p>6</p>	<p>LISTEN IN TO GROUND RECORD</p>

TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON

PATIENT

TRAY SET-UP
STERILE GAUZE PACKS
SUTURE THREAD
SUTURE NEEDLE
SUTURE SCISSORS
NEEDLE HOLDER
HEMOSTAT
ORAL EVACUATOR
VASOCONSTRICTOR

PERFORMANCE KNOWLEDGE

KNOW LIMITATIONS OF OWN SKILL

COPY AREA USING EVACUATOR

PLACE AND REMOVE GAUZE PACK

ASSIST DOCTOR WITH SUTURING

PLACE GAUZE PACK

KNOW WHERE TO GET HELP

DECISION

DETERMINE EXACT AREA OF HEMORRAGE

EXTENT OF BLOOD LOSS

SHOCK FACTORS

CUE

CHANGE OF SKIN COLOR

HEALTH HISTORY-HISTORY OF BLEEDING

SCIENCE

CIRCULATORY SYSTEM

CLOTTING PROCESS

HEMOPHILLIAC CONDITION

PRESSURE SPOTS

BLOOD COUNTS (STUDIES)

TRANSFUSIONS

BLOOD PRESSURE, TEMPERATURE

FLUIDS UNDER PRESSURE

SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE

MATH - NUMBLR SYSTEMS

MEASURES OF TEMPERATURE (FLUIDS)

COMMUNICATIONS

VERBAL-REASSURE PATIENT
ORDERS FROM DOCTOR

WRITING-RECORD ON PATIENT'S CHART
GET PATIENT HISTORY
PASS OBSERVATIONS & HISTORY TO DOCTOR

SAFETY - HAZARD

EXTENSIVE LOSS OF BLOOD
HAZARD. PATIENT LOSES CONSCIOUSNESS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

PATIENT
EMERGENCY KIT
WRAPPED TONGUE BLADE

PERFORMANCE KNOWLEDGE

ALERT DOCTOR
POSITION PATIENT
PROTECT PATIENT FROM PHYSICAL INJURY
FOLLOW DOCTOR'S INSTRUCTIONS
OBSERVE CHARACTERISTICS OF CONVULSION
REASSURE PATIENT
ASSIST PATIENT IN RECOVERY STAGES
DECISIONS
PLACEMENT OF PATIENT OR ALL KNOWLEDGE
NECESSARY TO PREVENT FURTHER HARM
CUES
COLOR
FEELING ILL

SAFETY — HAZARD

LOWER DENTAL CHAIR
HAZARD: PATIENT INJURY

PREVENT PATIENT FROM CHOKING, SLIDING FROM
CHAIR, BUMPING HEAD, ETC.
CHECKING HEALTH HISTORY
HAZARD: NOT BEING ALERTED TO PATIENT CONDI-
TION AND AMOUNT OF MEDICATION AND TYPE
TAKEN

SCIENCE

NERVOUS SYSTEM
MUSCLE SYSTEM
EPILEPSY
VITAL SIGNS—COLOR, PULSE, RESPIRATION, EYE
REFLEXES

MATH — NUMBER SYSTEMS

COMMUNICATIONS

WRITING RECORD ON PATIENT'S CHART
VERBAL—REASSURE PATIENT
ORDERS FROM DOCTOR

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

OXYGEN
EMERGENCY KIT
BLANKET
WATCH

PERFORMANCE KNOWLEDGE

CALL DOCTOR
KNOWING LIMITATION OF OWN SKILL
POSITION PATIENT-TRENDELENBURG

LOOSLN CLOTHING

AMMONIA AMPULE

OXYGEN APPLIED

TAKE PULSE

COVER

DECISION
SEVERITY
DETERMINE AMMONIA OR OXYGEN, CALL DOCTOR

CUES
SKIN COLOR
SKIN TEMPERATURE
BLOOD PRESSURE

SAFETY - HAZARD

CHAIR POSITION
HAZARD- INJURY TO PATIENT

OXYGEN
HAZARD IMPROPER USE OR EXPLOSION
FLAME AT CHAIR SIDE

SCIENCE

APPLIED KNOWLEDGE OF CIRCULATORY SYSTEM

SOME GROSS ANATOMY

SIGNIFICANCE OF VITAL SIGNS

APPLIED KNOWLEDGE OF NERVOUS SYSTEM

APPLIED KNOWLEDGE OF RESPIRATORY SYSTEM

FORCE AIR SYSTEM

MATH - NUMBER SYSTEMS

SEQUENTIAL ORDERING

COMMUNICATIONS

VERBAL-ORDERS

WRITING-RECORDER

WORKING FOR VERBAL RESPONSE FROM PATIENT

POST-EMERGENCY-VERBAL ORDERS, DOCTOR TO
PATIENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

EMERGENCY KIT
OXYGEN
BLANKET

SAFETY -- HAZARD

CHAIR POSITION, EMERGENCY KIT & OXYGEN
HAZARD: DEATH

PERFORMANCE KNOWLEDGE

RECOGNIZE PROBLEM
KNOW LIMITATION OF OWN SKILL
KNOW WHERE TO OBTAIN HELP

KNOW BASIC FIRST AID PROCEDURES

DECISION
DETERMINE USE OF AMMONIA AMPUL
SEVERITY

CUES
CHANGES OF SKIN COLOR
COLD CLAMMY SKIN
SYNCOPE
MEDICATION GIVEN

SCIENCE

KNOWLEDGE OF VITAL SIGNS (PULSE, RESPIRATE, BODY
COLOR, ETC., BLOOD PRESSURE)
ADMINISTER ELEMENTARY FIRST AID

MATH -- NUMBER SYSTEMS

COMMUNICATIONS

VERBAL ORDER - CALL EMERGENCY SQUAD
WRITE - RECORD ON PATIENT'S CHART

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
<p>PATIENT EMERGENCY OXYGEN EMERGENCY KIT</p>	<p>DETERMINE NATURE OF EMERGENCY KNOW LIMITATION OF OWN SKILL POSITION PATIENT LOOSEN TIGHT CLOTHING OBTAIN HELP USE OF OXYGEN OR CARDIAC PULMONARY RESUSCITATION JUDGE SEVERITY OF ATTACK DETERMINE USE OF OXYGEN OR CARDIAC PULMONARY RESUSCITATION HOW TO ASSIST DOCTOR CHECK REGULAR BREATHING PATIENT'S SKIN TONE VARIATION</p>	<p>EMERGENCY SITUATION</p>
<p>SCIENCE</p>	<p>MATH - NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>KNOWLEDGE OF CARDIAC PULMONARY RESUSCITATION GROSS ANATOMY SIGNIFICANCE OF VITAL SIGNS</p>	<p>LOCATE BY APPROXIMATION RATIONAL NUMBERS AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL ORDERING)</p>	<p>VERBAL ORDER-USE OF EMERGENCY TELEPHONE NUMBERS WRITTEN-RECORD ON PATIENT'S CHART</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

PERFORMANCE KNOWLEDGE:

SAFETY — HAZARD

STANDARD OFFICE SUPPLIES
STORAGE CABINET

OFFICE POLICY ON KEEPING RECORD

OFFICE SECURITY

RESPONSIBILITY ASSIGNED

COUNT AND RECORD ON NECESSARY RECORD

DECISION

ACCURACY OF RECORDS,
SECURING STORAGE

FAILURE MODE

SHORT SUPPLY,
HAVE TO RUSH RE-ORDER

SECURITY AND RESPONSIBILITY
HAZARD: NOT KEEPING ACCURATE RECORDS
THEFT OF NARCOTICS
ALTERATION OF INVENTORY TO COVER
THEFT

SCIENCE

PHARMACOLOGY
RESPONSIBILITY & STANDARDS RELATED TO DRUGS

MATH — NUMBER SYSTEMS

ADDITION AND SUBTRACTION OF WHOLE NUMBERS
MULTIPLICATION AND DIVISION WITH WHOLE NUMBERS

COMMUNICATIONS

NON-REVEAL—UNDERSTANDING OF ICE POLICY AS
TO METHODS
KNOWING WHO IS RESPONSIBLE
WRITING—RECORDING AND INVENTORY

<p>MEDICATION 2 OZ. MEDICINE CONTAINER CUP & WATER PATIENT'S CHART</p>	<p>CHECK CHART FOR DOCTOR'S ORDERS CHECK PATIENT'S CHART FOR ALLERGIES CHECK CONTAINER MEDICATION CAME FROM FOR ACCURACY POSITION THE PATIENT GIVE MEDICATION OBSERVE PATIENT DECISION ADULT OR CHILD'S DOSAGE FAILURE MODE CONTAMINATION OF THE MEDICATION BY THE ASSISTANT DURING PREPARATION NOT KNOWING LIMITATIONS</p>	<p>DISPENSE INCORRECT MEDICATION HAZARD. ALLERGIC REACTION NO MEDICATION FOR PURPOSE INTENDED INCORRECT AMOUNT OF MEDICATION HAZARD. ILLNESS DELAYED RECOVERY</p>	<p>SAFETY - HAZARD</p>
<p>SCIENCE PHARMACOLOGY METHODS & DOSAGES IN DISPENSING MEDICATION</p>	<p>MATH - NUMBER SYSTEMS ADDITION AND SUBTRACTION OF WHOLE NUMBERS (IN DETERMINING A CHILD'S DOSAGE FROM ADULT DOSAGE) MULTIPLICATION AND DIVISION WITH WHOLE NUMBERS (IN DETERMINING A CHILD'S DOSAGE FROM ADULT DOSAGE) LIQUID AND DRY MEASURES (LIQUID-ELIXIR, SYRUPS) LOCATE BY APPROXIMATION RATIONAL NUMBERS AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL ORDERING) MEASURE WITH THE METRIC AND ENGLISH SYSTEM AND CONVERT BETWEEN THEM</p>	<p>COMMUNICATIONS VERBAL INSTRUCTIONS TO THE PATIENT WRITTEN - RECORD ON PATIENT'S CHART NON-VERBAL - OBSERVING PATIENT'S REACTION READING - COMPREHENSION READ PATIENT'S CHART</p>	

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

PRESCRIPTION PAD
INK PEN OR TYPEWRITER

PERFORMANCE KNOWLEDGE

PREPARE SUPERSCRPTION
PREPARE INSCRIPTION
PREPARE SUBSCRIPTION
PREPARE SIGNATURE
HAVE DOCTOR COMPLETE
FAILURE MODE
WRITING IN PENCIL
ASSISTANT SIGNING R_X

SAFETY -- HAZARD

GIVE-WRONG PRESCRIPTION TO PATIENT
HAZARD: ILLNESS
ALLERGY

SCIENCE

PHARMACOLOGY
DISPENSING OF DRUGS
ACTION OF DRUGS ON BODY SYSTEMS

MATH -- NUMBER SYSTEMS

READ AND INTERPRET CHARTS, TABLES AND/OR
GRAPHS, ALSO INTERPRET ABBREVIATIONS
AND SYMBOLS

COMMUNICATIONS

WRITE
VERBAL-ON ORDER FOR
READ- PATIENT'S CHART FOR CORRECT VALIDATION

Duty B Supervising a Control Program

- 1 Conduct first session of control program
- 2 Conduct second session of control program
- 3 Conduct third session of control program
- 4 Conduct follow-up session

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

PATIENT'S CHART
PAMPHLETS
TEST TUBE & SEAL
SNYDER'S MEDIA
FOOD DIARY FORM
TOOTHBRUSH
FLOSS (UNWAXED)
DISCLOSING TABLETS OR SOLUTIONS
BRUSHING TYPODONT AND/OR FLOSSING MODEL
WALL AND/OR HAND MIRROR
VANITY SINK
INCUBATOR
ORAL HYGIENE SLIDES & PROJECTOR

PERFORMANCE KNOWLEDGE

PROGRAM PRESENTATION
SNYDER TEST
FOOD RECORD
ORAL HYGIENE - PHASE 1
ORAL HYGIENE INDEX
RECOGNIZE TISSUE IMPROVEMENT
DECISION
DEGREE OR EXTENT OF PROGRAM GIVEN ENOUGH
INCENTIVE FOR MOTIVATION
CUES
PATIENT'S LACK OF INTEREST
ECONOMICS
LACK OF DEXTERITY

SAFETY - HAZARD

NOT CHECKING HEALTH HISTORY FOR SPECIFIC
DIET PROBLEM
HAZARD DETRIMENTAL TO THE PATIENT'S HEALTH

SCIENCE

KNOWLEDGE OF MICROBIOLOGY
METHODS OF CONTROL & MODIFICATION OF A
BACTERIAL POPULATION
NORMAL FLORA OF THE ORAL CAVITY
MICRO-ORGANISMS ASSOCIATED WITH CERTAIN
ORAL INFECTIONS AND CONDITIONS
KNOWLEDGE OF DIET AND NUTRITION
BASIC FOUR FOOD GROUPS
MINIMUM DAILY REQUIREMENTS
NUTRIENT REQUIREMENTS
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH - NUMBER SYSTEMS

CHANGING PERCENTS TO FRACTIONS AND FRACTIONS
TO PERCENTS
[TEETH PRESENT - STAINED TEETH PERCENTAGE]
LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)
(DAY TO DAY RECORD)

COMMUNICATIONS

VERBAL - INSTRUCTIONS & DIRECTIONS TO PATIENT
WRITTEN - RECORDING ON CHARTS,
READ - CHARTS, GRAPHS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

PATIENT'S CHARTS
TEST TUBE & SEAL
SNYDER'S MEDIA
CONTROL FORMS CHARTS
PHASE MICROSCOPE & SLIDES
PLAQUE STAINS
FLOSS
TOOTH BRUSH
VANITY SINK
WALL AND/OR HAND MIRROR
INCUBATOR
INSTRUMENT FOR REMOVAL OF PLAQUE

PERFORMANCE KNOWLEDGE

DISCUSS PATIENT'S DENTAL PROBLEM
IDENTIFY CAUSES OF DENTAL DISEASE
IDENTIFY EATING HABITS
DISCUSS PROPER ORAL HYGIENE TECHNIQUES,
SKILLS & HABITS
RELATE EATING HABITS, ORAL HYGIENE HABITS TO
LIFE STYLE
DEVELOP PATIENT'S PREVENTION PLAN
DISCUSS ROLL OF PROFESSIONAL DENTAL SERVICES
IN CONTROLLING HIS PROBLEM
KNOW WHEN TO SEEK DENTIST'S CONSULTATION
FAILURE MODE
FAILURE TO GIVE INCENTIVE FOR MOTIVATION
FAILURE TO COMPLETE ALL STEPS IN SESSION

SAFETY - HAZARD

IMPROPER USE OF INSTRUMENT TO COLLECT SPECIMEN
HAZARD LACRIMATE TISSUE

SCIENCE

KNOWLEDGE OF MICROBIOLOGY
METHODS OF CONTROL & MODIFICATION OF A
BACTERIAL POPULATION
NORMAL FLORA OF THE ORAL CAVITY
MICRO-ORGANISMS ASSOCIATED WITH CERTAIN
ORAL INFECTIONS AND CONDITIONS
KNOWLEDGE OF DIET AND NUTRITION
BASIC FOUR FOOD GROUPS
MINIMUM DAILY SERVINGS
NUTRIENT REQUIREMENTS
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH - NUMBLR SYSTEMS

CHANGING PERCENTS TO FRACTIONS AND FRACTIONS
TO PERCENTS
[TENTH PRESENT - STAINED PERCENTAGE]
LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)
(DAY TO DAY RECORD)
MANIPULATION OF FORMULA INVOLVING THREE
FACTORS

COMMUNICATIONS

VERBAL INSTRUCTION & DIRECTIONS TO PATIENT
WRITTEN - RECORDING CHARTS
READ - CHARTS, GRAPHS
LISTEN TO PATIENT - HELP DOCTOR EVALUATE
MOTIVATIONAL PROGRESS
DOCTOR REINFORCES HOME CARE INSTRUCTIONS
ADDITIONAL VISUAL AIDS

(TASK STATEMENT) CONDUCT THIRD SESSION OF CONTROL PROGRAM	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
<p>TOOTHBRUSH DENTAL FLOSS ORAL IRRIGATOR DEVICE GINGIVA STIMULATORS DIARY FORMS AUDIO-VISUAL AID</p>	<p>ORAL HYGIENE PHASE III CHECK FOOD HABITS NUTRITIONAL ADEQUACY PERIO POCKET MEASUREMENTS DECISION TO CONTINUE WITH PROGRAM OR TO STRESS MORE INSTRUCTIONS FAILURE MODE PATIENT'S FAILURE TO RECOGNIZE HIS FOOD DEFICIENCIES AND REQUIREMENTS FAILURE TO IMPROVE ORAL HYGIENE</p>	<p>CORRECT EVALUATION WITH DENTIST HAZARD MISTAKEN IMPRESSION OF SUCCESS, THEN LOSS OF TEETH</p>
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
<p>MICROBIOLOGY KNOWLEDGE METHODS OF CONTROL & MODIFICATION OF A BACTERIAL POPULATION NORMAL FLORA OF THE ORAL CAVITY MICROORGANISMS ASSOCIATED WITH CERTAIN ORAL INFECTION AND CONDITIONS KNOWLEDGE OF DIET AND NUTRITION BASIC FOUR FOOD GROUPS MINIMUM DAILY SERVINGS NUTRIENT REQUIREMENTS TISSUE COLOR BLEEDING INDEX SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>CHANGING PERCENTS TO FRACTIONS AND FRACTIONS TO PERCENTS (TEETH PRESENT-STAINED = PERCENTAGE) LOCATE BY APPROXIMATION RATIONAL NUMBERS AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL ORDERING) (DAY TO DAY RECORD) MANIPULATION OF FORMULA INVOLVING THREE FACTORS</p>	<p>VERBAL DISCUSSION, DIRECTING, AND INSTRUCTING PATIENT WRITTEN RECORD CHARTS READ-CHARTS & GRAPHS COMMUNICATIONS BETWEEN ASSISTANT AND DENTIST OR RELATIVE SUCCESS OF PROGRAM</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

TOOTHBRUSH
FLOSS
TEST TUBE & SEAL
SNYDER'S MEDIA
CHARTS
FORMS
ORAL IRRIGATOR DEVICE

PERFORMANCE KNOWLEDGE

CHECK PATIENT'S PROFICIENCY IN ALL ORAL
HYGIENE SKILLS

DISCUSS EATING CHANGES

RELATE RESULTS OF PAST SNYDER TESTS

INNOCULATE SNYDER MEDIA FOR FOLLOW-UP
IF NECESSARY

DECISION
WHETHER PROGRAM WAS A SUCCESS WITH THIS
PATIENT

FAILURE MOORE
PATIENT REVERTS TO OLD HABITS

SAFETY - HAZARD

SCIENCE

KNOWLEDGE OF MICROBIOLOGY
METHODS OF CONTROL & MODIFICATION OF A
BACTERIAL POPULATION
NORMAL FLORA OF THE ORAL CAVITY
MICROORGANISMS ASSOCIATED WITH CERTAIN
ORAL INFECTIONS AND CONDITIONS

KNOWLEDGE OF DIET AND NUTRITION
BASIC FOUR FOOD GROUPS
MINIMUM DAILY SERVINGS
NUTRIENT REQUIREMENTS

TISSUE COLOR
BLEEDING INDEX

SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH - NUMERICAL SYSTEMS

CHANGING PERCENTS TO FRACTIONS AND FRACTIONS
TO PERCENTS
[TEETH PRESENT - STAINED = PERCENTAGE]

LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)
[OAY TO OAY RECORD]

MANIPULATION OF FORMULA INVOLVING THREE
FACTORS

COMMUNICATIONS

VERBAL - DISCUSSION, INSTRUCTIONS AND DIRECTIONS
TO PATIENT

WRITE - RECORDING PATIENT'S CHARTS
READ - CHARTS & GRAPHS

LISTEN TO PATIENT'S CONCERN

TELL PATIENT PRESENT CONDITION, WHAT CAN
IMPROVE CONDITION, HOW TO DO IT

Duty C Performing Chairside Procedures

- 1 Greet and seat the patient
- 2 Chart
- 3 Prepare and assist with diagnostic procedures
- 4 Assist the dentist at the chair for operative procedures
- 5 Assist the dentist at specialty procedures
- 6 Assist the dentist at the chair for surgery procedures
- 7 Prepare and assist with impression materials (hydrocolloid, silicone, compounds)
- 8 Prepare and assist in rubber base impression
- 9 Mix zinc oxide eugenol
- 10 Mix zinc phosphate cement
- 11 Mix periodontal dressing and store
- 12 Prepare patients for oral surgery
- 13 Prepare self (assistant for surgery)
- 14 Sterilize instruments
- 15 Use the ultra-sonic cleaner
- 16 Clean the autoclave or driclave
- 17 Complete patient's records for services rendered
- 18 Instruct orthodontic patients in the wearing of appliances
- 19 Clean and prepare the x-ray tanks
- 20 Expose x-rays periapical & B.W.
- 21 Process x-ray film
- 22 Mount radiographs
- 23 Open a dental office
- 24 Prepare the operatory
- 25 Clean operatory after dismissal of patient
- 26 Maintain dental equipment
- 27 Color code and store instruments in operatory cabinets
- 28 Prepare preset trays
- 29 File study models (numerical-cross file system)
- 30 Close office at end of day

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

PREPARED OPERATORY
PATIENT'S CHART

PERFORMANCE KNOWLEDGE:

GREET THE PATIENT
POSITION CHAIR TO RECEIVE PATIENT
ADJUST CHAIR TO OPERATING POSITION
PREPARE PATIENT TO RECEIVE TREATMENT
DECISION
WHAT PRESET TRAY TO GET READY
EVALUATE WHETHER PATIENT NEEDS OR WANTS
TO CONVERSE
FAILURE MODE
PATIENT BECOMES UNCOMFORTABLE FROM
POSITION OF CHAIR
PATIENT NOT READY FOR DENTIST TO COMMENCE
TREATMENT

SAFETY - HAZARD

EQUIPMENT
HAZARD. DENTAL CHAIR STABILIZED
ALL HANDPIECES AND LIGHTS, ETC. OUT
OF PATIENT'S WAY
EMOTIONAL STABILITY OF PATIENT. JP.
SET IF SYRINGE, INSTRUMENTS, HANDPIECE LEFT
IN VIEW

SCIENCE

BODY MECHANICS--CORRECT POSITIONING OF
PATIENT TO RECEIVE TREATMENT

MATH - NUMBLR SYSTEMS

COMMUNICATIONS

READING COMPREHENSION--READ PATIENT'S CHART
TO DETERMINE PROCEDURE TO BE DONE
READ MANUFACTURER'S DIRECTIONS ON OPERAT
ING CHAIR

NON-VERBAL--PATIENT TRANSMITS EMOTIONS.
E.G. CALM, FEAR, HESITANCE
ASSISTANT TRANSMITS FEELING OF ASSURANCE,
POISE, KNOWLEDGE, DEPENDABILITY

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

PATIENT'S CHART
IMPLEMENTS FOR CHARTING
LEAD PENCILS
COLORED PENCILS
INK

PERFORMANCE KNOWLEDGE

PREPARE PATIENT'S RECORD FOR CHARTING
RECEIVE DIRECTIONS FROM DENTIST FOR INDIVIDUAL
TEETH & EDENTULOUS AREAS (USING METHOD OF
DENTIST'S PREFERENCE)
DECISION
WHETHER ONE HAS HEARD CORRECT VERBAL
DIRECTION FOR CHARTING

SAFETY - HAZARD

IMPROPER RECORDING
HAZARD - WRONG TOOTH PERTAINING TO PARTICULAR
PROCEDURE

SCIENCE

ANATOMY OF THE HUMAN DENTITION
HEAD AND NECK ANATOMY

MATH - NUMBER SYSTEMS

READ AND INTERPRET CHARTS, TABLES AND/OR
GRAPHS
GIVING A CODING SYSTEM, RECOGNIZE AND IDENTIFY
EACH UNIT INVOLVED BY ASSIGNING NECESSARY
SYMBOLS, NUMERICAL OR LITERAL
(SYMBOLS & COLORS)
LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)
(TOOTH NUMBER)

COMMUNICATIONS

PROPER INTERPRETATION OF VERBAL COMMUNICA-
TIONS, SYMBOLS
CLARITY OF EXPRESSION
HEARING PATIENT DATA FROM DOCTOR
WRITING ON CHART

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
PRE-SET TRAY EXAMINATION — BASIC ENDODONTIC DENTURE ORTHODONTIC	SELECT TRAY FOR PROCEDURE SELECT AUXILIARY EQUIPMENT PREPARE PATIENT & EXPOSE TRAY PASS & RECEIVE INSTRUMENTS (4-HANDED TECHNIQUE WHEN APPLICABLE) CLEAN UP PATIENT & DISMISS DECISION ANTICIPATION OF PASSING FAILURE MODE INABILITY TO OPERATE AUXILIARY EQUIPMENT INABILITY TO PASS INSTRUMENT WHEN NEEDED OR IMPROPER PASSING CAUSING COLLISION INACCURATE TRAY & FACILITY SET-UP	PASS INSTRUMENTS ONLY IN OPERATING ZONE HAZARD COLLISION—DROPPING INSTRUMENT CONTAMINATION INJURY
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	MEASUREMENT OF MATERIALS (METRIC)	NON-VERBAL—ANTICIPATION OF NEED OF INSTRUMENT & MATERIALS WRITTEN—CHARTING, INFORMATION ON PATIENT'S CHART FEE SLIP FOR FRONT DESK APPOINTMENT SLIP FOR UNITS REQUESTED FOR NEXT APPOINTMENT VERBAL—REASSURANCE TO PATIENT DOCTOR'S ORDERS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

PRESET TRAY - SET UPS
EXAMINATION (ROUTINE)
EXAMINATION (CYTOLOGY)
AMALGAM RESTORATION & POLISH
COMPOSITE RESTORATION & POLISH
SILICATE RESTORATION & POLISH
GOLD FOIL PREP
GOLD INLAY PREP
CROWN & BRIDGE PREP
ORTHO-BANDING

PERFORMANCE KNOWLEDGE

SELECT SPECIFIC TRAY FOR PROCEDURE
ASSIST WITH PREPARATION AND ANESTHETIC INJECTION
PASS AND RECEIVE INSTRUMENTS (4-HANDED TECHNIQUE)
CLEAN UP AND DISMISS PATIENT
DECISION
ANTICIPATION OF PASSING
FAILURE MODE
INABILITY TO PASS INSTRUMENTS CAUSING COLLISION
INACCURATE TRAY SET-UP

SAFETY -- HAZARD

DO NOT PASS INSTRUMENT IN WRONG ZONE
HAZARD: COLLISION - DROPPING INSTRUMENT ON PATIENT
COLLISION--INJURING PATIENT
CONTAMINATION OF INSTRUMENT

SCIENCE

SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE

MATH -- NUMBER SYSTEMS

MEASUREMENT OF MATERIALS (METRIC)

COMMUNICATIONS

NON-VERBAL--ANTICIPATION OF NEED OF INSTRUMENTS & MATERIALS
WRITTEN--CHARTING INFORMATION ON PATIENT'S CHART
FEE SLIP FOR FRONT DESK
APPOINTMENT SLIP FOR UNITS REQUESTED FOR NEXT APPOINTMENT
VERBAL--REASSURANCE TO PATIENT
DOCTOR'S ORDERS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

PRESET TRAY SET-UP
 FLUORIDE TREATMENT APPLICATION
 PROPHYLAXIS
 GOLD FOIL CONDENSING AND FINISHING
 SEATING A GOLD INLAY
 CROWN AND BRIDGE TRY-IN
 SEATING A CROWN OR BRIDGE
 DENTURE PROCEDURES
 PACK REMOVAL
 DRY SOCKET
 ENDODONTIC PROCEDURES
 CHROME CROWN PROCEDURES
 SUTURE REMOVAL
 TAKE A CULTURE
 TAKE A BIOPSY

SAFETY — HAZARD

PASS INSTRUMENTS IN OPERATING ZONE ONLY
 HAZARD COLLISION - DROPPING INSTRUMENTS AND
 INJURYING PATIENT
 CONTAMINATION OF INSTRUMENTS

PERFORMANCE KNOWLEDGE

SELECTION OF TRAY SET-UP FOR PROCEDURE
 SELECTION OF AUXILIARY EQUIPMENT
 PASS AND RECEIVE INSTRUMENTS—USE FOUR-
 HANDED TECHNIQUE WHEN APPLICABLE
 CLEAN UP FOR PATIENT AND DISMISS
 DECISION
 ANTICIPATE THE DOCTOR'S NEEDS
 FAILURE MODE
 INABILITY TO OPERATE AUXILIARY EQUIPMENT
 INACCURATE TRAY SET-UP AND FACILITY
 EQUIPMENT
 INABILITY TO PASS INSTRUMENTS PROPERLY
 CAUSING COLLISION

SCIENCE

SIMPLE MACHINES USED TO GAIN MECHANICAL
 ADVANTAGE

MATH — NUMBER SYSTEMS

MEASUREMENT OF MATERIALS (METRIC)

25

COMMUNICATIONS

NON-VERBAL—ANTICIPATION OF NEED OF INSTRU-
 MENTS & MATERIALS
 WRITTEN—CHART INFORMATION ON PATIENT'S
 CHART
 FEE SLIP FOR FRONT DESK
 APPOINTMENT SLIP FOR UNITS REQUESTED FOR
 NEXT APPOINTMENT
 VERBAL—REASSURANCE TO PATIENT
 DOCTOR'S ORDERS

<p>(TASK STATEMENT) ASSIST THE DENTIST AT THE CHAIR FOR SURGERY PROCEDURES</p> <p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY – HAZARD</p>
<p>PRESET TRAYS & EQUIPMENT PERIODONTAL SEALING PERIODONTAL SUB-GINGIVAL CURETTAGE GINGIVECTOMY SIMPLE TOOTH EXTRACTION MULTIPLE TOOTH EXTRACTION COMPLEX TOOTH EXTRACTION ALVEOLECTOMY CALCULUS REMOVAL BIOPSY CYSTS HYPERPLASIA PULPECTOMY APICOECTOMY SUPERNUMERY</p>	<p>SELECT TRAY FOR PROCEDURE SELECT AUXILIARY EQUIPMENT ASSIST WITH ANESTHETIC PASS AND RECEIVE INSTRUMENTS IN 4 HANDED TECHNIQUE CLEAN UP PATIENT AND DISMISS DECISION ANTICIPATION IN PASSING FAILURE MODE INABILITY TO OPERATE AUXILIARY EQUIPMENT INABILITY TO PASS INSTRUMENT PROPERLY CAUSING COLLISION INACCURATE TRAY & FACILITY SET-UP</p>	<p>PASS INSTRUMENTS ONLY IN OPERATING ZONE HAZARD: COLLISION - DROPPING INSTRUMENT AND INJURY POSSIBLE CONTAMINATION OF INSTRUMENT</p>
<p>SCIENCE</p>	<p>MATH – NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>26</p>	<p>VERBAL--REASSURING PATIENT DOCTOR'S ORDERS WRITTEN--CHART ON PATIENT'S RECORDS FEE SLIP & APPOINTMENT SLIP FOR UNITS NEEDED FOR NEXT APPOINTMENT NON-VERBAL--ANTICIPATION OF NEED OF INSTRUMENT & MATERIALS</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
UNIT FOR PREPARING IMPRESSIONS COMPOUND HEATER HYDROCOLLOID UNIT AND HOSE WATER COOLED TRAYS IMPRESSION TRAYS PAPER PAD SPATULA AIR SYRINGE ADHESIVE SILICONE MATERIAL COMPOUND MATERIAL HYDROCOLLOID MATERIAL	PREPARE APPROPRIATE EQUIPMENT PREPARE PATIENT FOR IMPRESSION PREPARE TRAY MATERIAL LOAD TRAY PASS TO DOCTOR RETRACT STABILIZE TRAY DECISION MATERIAL INCORPORATED WELL LEAVING MATERIAL SET LONG ENOUGH WHEN TO START MIXING FAILURE MODE DISTORTED IMPRESSION—NOT STABILIZED OR PULLED TOO SOON	CORRECT POSITION OF THE PATIENT HAZARD: GAGGING SWALLOWING MATERIAL—CHOKING
SCIENCE	MATH – NUMBER SYSTEMS	COMMUNICATIONS
DENTAL MATERIALS EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) FLUIDS UNDER PRESSURE (Examples: INCOM- PRESSIBILITY TRANSFER OF PRESSURE) TRANSFER OF HEAT FROM ONE BODY TO ANOTHER ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND THE EFFECT ON STRUCTURE AND STRENGTH OF MATERIALS RESISTANCE OF MATERIALS TO CHANGE IN SHAPE SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	MEASURE OF LENGTH MEASURES OF TEMPERATURE MEASURES OF TIME AND SPEED (Examples: TIME— SECONDS, MINUTES, ETC., SPEED—FEET PER MINUTE, R.P.M., ETC.) (SET-UP OF MATERIAL PLUS PREPARATION)	REASSURANCE TO PATIENT INSTRUCTION TO PATIENT INSTRUCTION TO ASSISTANT VERBAL COMMUNICATION TO DENTIST NON-VERBAL—ANTICIPATION

(TASK STATEMENT) PREPARE AND ASSIST IN RUBBER BASE IMPRESSION TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
<p>TRAY ADHESIVE RUBBER BASE MATERIALS SYRINGE (RB) RETRACTION CARD VASOCONSTRICTOR SOLUTION INSTRUMENTS AIR SYRINGE MIXING PAD SPATULA</p>	<p>PREPARE TRAY FOR RUBBER BASE PREPARE PATIENT FROM IMPRESSION MIX SYRINGE MATERIAL MIX TRAY MATERIAL LOAD AND PASS BOTH MATERIALS STABILIZE TRAY UNTIL MATERIAL IS SET DECISION LEAVING MATERIAL SET LONG ENOUGH WHEN TO START MIXING MATERIAL INCORPORATED WELL FAILURE MODE DISTORTED IMPRESSION FROM WET AREA NOT STABILIZED PULLED TOO SOON</p>	<p>NOT CHECKING HEALTH HISTORY HAZARD USING VASOCONSTRICTOR ON CARDIAC PATIENT</p>
SCIENCE	MATH – NUMBER SYSTEMS	COMMUNICATIONS
<p>BLOOD AND CARDIAC EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND THE EFFECT ON STRUCTURE AND STRENGTH OF MATERIALS RESISTANCE OF MATERIALS TO CHANGE IN SHAPE (Examples BENDING, TWISTING, STRETCHING) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>MEASURE LENGTH MATERIALS-INCHES</p> <p>28</p>	<p>REASSURANCE TO PATIENT INSTRUCTIONS TO PATIENT INSTRUCTIONS TO ASSISTANT VERBAL & NON VERBAL COMMUNICATION TO DENTIST</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

BASIC SET-UP (MIRROR, EXPLORER, COTTON, PLIERS)
ZINC OXIDE POWDER
EUGENOL LIQUID
DAMP COTTON PELLET
MIXING PAD
SPATULA
PLASTIC INSTRUMENT

PERFORMANCE KNOWLEDGE

PLACE POWDER AND LIQUID ON PAD
SPATULATE POWDER INTO LIQUID
KNOW PROPER CONSISTENCY
DECISION
HOW MUCH MATERIAL TO USE
FAILURE MODE
INCORPORATION OF AMOUNTS OF POWDER
INCORRECTLY
TIME USED TO INCORPORATE
WASTED OR EXCESSIVE MATERIAL

SAFETY - HAZARD

CONTAMINATION OF MATERIALS

SCIENCE

SOLUBILITY RATIO OF ZINC OXIDE TO EUGENOL
CEMENT (CHEMICAL AFFINITY)
FACTORS AFFECTING SOLUBILITY
HEAT
HUMIDITY
TIME FACTOR
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE
(Examples BENDING, TWISTING, STRETCHING)

MATH - NUMBER SYSTEMS

LIQUID & DRY MEASURES
RATIO & PROPORTION (OF POWER TO LIQUID)
MEASURE OF TIME AND SPEED (Examples TIME-
SECONDS, MINUTES, ETC.; SPEED-FEET PER
MINUTE, R.P.M., ETC.)

COMMUNICATIONS

VERBAL-ORDERS FROM DOCTOR TO ASSISTANT
ORDERS OF DOCTOR OR ASSISTANT TO PATIENT
BEFORE LEAVING THE OFFICE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

ZINC OXIDE POWDER
ZINC PHOSPHATE LIQUID
SPATULA
GLASS SLAB
BASIC SET-UP
PLASTIC INSTRUMENT

PERFORMANCE KNOWLEDGE

KNOW MATERIALS USED
KNOW MIXING PROCEDURE
KNOW CONSISTENCY DESIRED
DECISION
WHEN TO INCORPORATE NEW POWDER
WHEN MIX HAS REACHED PROPER CONSISTENCY
FAILURE MODE
USE OF AN UNCODDED SLAB
ADDING LIQUID TO A MIX
UNDER OR OVER SPATULATION

SAFETY - HAZARD

CONTAMINATION OF POWDER, SLIGHT IF ANY
HAZARD - INFECTION OR INJURY TO PATIENT

SCIENCE

EFFECT OF HEATING AND COOLING ON STATE OF
MATTER, CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)
ARRANGEMENT OF MOLECULES, ATOMS AND IONS
AND THE EFFECT ON STRUCTURE AND STRENGTH
OF MATERIALS
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE
(Examples BENDING, TWISTING, STRETCHING)
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE
TRANSFER OF HEAT FROM ONE BODY TO ANOTHER

MATH - NUMBER SYSTEMS

LIQUID AND DRY MEASURES
MEASURE OF TIME AND SPEED (Examples TIME -
SECONDS, MINUTES, ETC., SPEED- FEET PER MINUTE,
R.P.M., ETC.)
(SECONDS-MINUTES)
MULTIPLICATION AND DIVISION WITH WHOLE NUMBERS
RATIO AND PROPORTION
(POWDER TO LIQUID)

COMMUNICATIONS

HEARING - ORDER FROM DOCTOR TO ASSISTANT
ON THE TYPE OF MIX

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
WAXED PAPER MIXING PAD TONGUE BLADES OR MIXING SPATULA ZINC OXIDE POWDER EUGENOL LIQUID REFRIGERATOR WATER (SINK)	MIX DRESSING CUT DRESSING INTO SMALL PIECES WRAP IN ALUMINUM FOIL STORE IN REFRIGERATOR SOFTEN PACK WHEN READY TO USE UNDER WARM RUNNING WATER DECISION THICKNESS STIFFNESS FAILURE MODE STORED TOO LONG	CONTAMINATION OF MATERIAL HAZARD: INJURY TO PATIENT
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
EFFECT OF HEATING AND COOLING ON STATE OF MATTER. (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) RELATIONSHIP OF FORCE TO DISTORTION IN AN ELASTIC BODY	LIQUID AND DRY MEASURES 31	NON-VERBAL ORDERS FROM DOCTOR ASSISTANT

(TASK STATEMENT) PREPARE PATIENTS FOR ORAL SURGERY	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
TELEPHONE PATIENT	PREPARE PATIENT PHYSICALLY PREPARE PATIENT PSYCHOLOGICALLY DECISION HOW MUCH THE PATIENT WISHES TO COMMUNICATE FAILURE MODE CHECK PATIENT CHART FOR HEALTH HISTORY DETAILS PLUS QUIZZES PATIENT AS TO ACTIVITIES PRIOR TO APPOINTMENT	NO EATING 8-10 HOURS BEFORE SURGERY HAZARD ASPHYXIATION	
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS	
DIGESTIVE SYSTEM		ORAL-TELEPHONE BRIEF PATIENT AS TO RESPONSIBILITIES SUCH AS FOOD AND LIQUID INTAKE MEDICATION DRIVING COMPANION	NON-VERBAL-ASSISTANT REASSURES PATIENT THROUGH POSITIVE ACTIONS PATIENT CONVEYS FEELINGS TO ASSISTANT THROUGH ACTIONS VERBAL-ASSISTANT OFFERS REASSURANCE AND ENCOURAGEMENT

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

LAB COAT
CAP
ANTIBACTERIAL/STATIC SOAP

PERFORMANCE KNOWLEDGE

CONFINE HAIR
COVER UNIFORM WITH LAB COAT
SCRUB HANOS
DECISION
THOROUGHNESS OF SCRUB
FAILURE MODE
TOUCHING OBJECTS AFTER SCRUBBING

SAFETY - HAZARD

CONTAMINATION
HAZARDOUS TO PATIENT

SCIENCE

MICROBIOLOGY
METHODS BY WHICH MICROORGANISMS MAY
PRODUCE DISEASE
METHODS OF CONTROL AND MODIFICATION
OF A BACTERIAL POPULATION

MATH - NUMBER SYSTEMS

MEASURE OF TIME AND SPEED (Example TIME-
SECONDS, MINUTES, ETC., SPEED- FEET PER
MINUTE, R.P.M., ETC.)
[TIME OF SCRUB]

COMMUNICATIONS

NON VERBAL - SCRUBBING IN FRONT OF THE PATIENT
GIVES A FEELING OF PROFESSIONALISM.
SAFETY AND CLEANLINESS TO THE PATIENT
REASSURANCE THAT THE PATIENT IS IN TRAINED
CAPABLE HANOS

(TASK STATEMENT) STERILIZE INSTRUMENTS

TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON

METHODS AND EQUIPMENT
CHEMICAL STERILIZATION
HOT OIL
BOILING WATER
DRYCLAVE
AUTOCLAVE
GLASS BEAD
ALCOHOL
FLAMING

PERFORMANCE KNOWLEDGE

PREPARE EQUIPMENT
SET TIME (PHYSICAL OR WRITTEN)
PREPARE INSTRUMENTS (WASH, WRAP)
PROCEED TO STERILIZE
REMOVE INSTRUMENTS
PREPARE TO STORE INSTRUMENTS
STORE
DECISION
CORRECT METHOD OF STERILIZATION
AVOID DAMAGE TO INSTRUMENTS
FAILURE MODE
IMPROPER STERILIZATION METHOD
INSUFFICIENT TIME, TEMPERATURE OR STRENGTH
OF CHEMICALS
OVERLOADING OF INSTRUMENTS

SAFETY - HAZARD

EQUIPMENT FAILURE
HAZARD EXPLOSION
INJURY FROM CHEMICALS OR EQUIPMENT BY PRODUCT
HAZARD BURNS - STEAM
ABRASIONS
CHEMICALS IN EYE FROM HANDS OR SPLASHING
INFECTIONS - INADEQUATE STERILIZING OF INSTRUMENTS

SCIENCE

STERILIZATION-REMOVAL OR DESTRUCTION OF ALL
FORMS OF LIFE
STEAM UNDER PRESSURE RISES IN TEMPERATURE
(GAS LAWS)
STERILE PROCEDURE - HANDLING & TRANSFER OF
STERILE INSTRUMENTS AND MEDIA
CORROSION OF EXPOSED EDGES
VULNERABILITY OF MICROORGANISMS TO CHEMICALS
70% ISOPROPYL ALCOHOL
70% ETHYL ALCOHOL
ZEPHRIN
CETYLICIDE
RADIOIOL
VULNERABILITY OF MICROORGANISMS TO HEAT
(FLAMING AND GLASS BEAD TECHNIQUE)

MATH - NUMBER SYSTEMS

MEASURE OF TIME AND SPEED, (EXAMPLE: TIME
SECONDS, MINUTES, ETC., SPEED- FEET PER
MINUTE, R.P.M., ETC.)
MEASURES OF TEMPERATURE
RATIO AND PROPORTION
READ AND INTERPRET CHARTS, TABLES AND/OR
GRAPHS (GAUGES)
EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)
FLUIDS UNDER PRESSURE (EXAMPLES: INCOMPRESS
IBILITY, TRANSFER OF PRESSURE)
FORCES ACTING ON A BODY IMMersed OR FLOATING
IN A LIQUID

COMMUNICATIONS

READ- GAUGES, TIME, CHARTS
VERBAL - WARNING FROM DOCTOR OR PARTICULARLY
INFECTIOUS ITEMS
INQUIRIES FROM ASSISTANT TO DOCTOR ON MODES
OF STERILIZING, ETC.

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

ULTRA-SONIC EQUIPMENT
CLEANING SOLUTIONS
EQUIPMENT TO BE CLEANED

PERFORMANCE KNOWLEDGE

PREPARE ULTRA-SONIC SOLUTION AND ULTRA-SONIC
PREPARE EQUIPMENT TO BE CLEANED
SET TIMER SWITCH
REMOVE AND PREPARE EQUIPMENT FOR STERILIZING
DECISION
SELECTION OF SOLUTIONS
TIME LENGTH
FAILURE MODE
IMPROPER SELECTION OR PREPARATION OF
SOLUTION
IMPROPER PREPARATION OF ARTICLES TO BE
CLEANED

SAFETY -- HAZARD

DO NOT RETRIEVE FROM SOLUTION WHILE IN
OPERATION
HAZARD ULTRA-SONIC ACTION DRIVES SOLUTION
INTO TISSUE

SCIENCE

MICROBIOLOGY
METHODS OF CONTROL & MODIFICATION OF
BACTERIAL POPULATION
APPLIED KNOWLEDGE OF ULTRA-SONIC ACTION

MATH -- NUMBER SYSTEMS

MEASURES--RATIO (LIQUIDS)
MEASURES--TIME (MINUTES)

COMMUNICATIONS

NON-VERBAL --OFFICE POLICY ON CLEANING METHOD

(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
<p>AUTOCLAVE CLEANER TWO BUCKETS WATER (TAP) DISTILLED WATER CLOTHS OR SPONGE (DRI-CLAVE DODR)</p>	<p>OPEN ALL VALVES DRAIN AUTOCLAVE STERILIZE USING CLEANER IN WITH WATER RELEASE THE PRESSURE DRAIN REPEAT USING DISTILLED WATER FAILURE MODE INADEQUATE PRESSURE OR TEMPERATURE BUILD UP IN CHAMBER</p>	<p>HOT WATER & STEAM HAZARD — BURNS</p>
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
<p>FLUIDS UNDER PRESSURE</p>	<p>MEASURES OF TEMPERATURE MEASURE OF TIME AND SPEED (Examples: TIME- SECONDS, MINUTES, ETC.; SPEED- FEET PER MINUTE, R.P.M., ETC.) READ AND INTERPRET CHARTS, TABLES AND/OR GRAPHS (GAUGES)</p>	<p>READ-DIRECTIONS OF OPERATION</p>

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

NECESSARY RECORDS
NECESSARY PENCILS/PENS

PERFORMANCE KNOWLEDGE

SERVICE WRITTEN IN ON CORRECT DATE
CHART NOMENCLATURE
TERMINOLOGY
NOTIFY DESK OF TIME REQUIRED FOR NEXT
PROCEDURE
DECISION
SELECTING ADEQUATE TIME FOR NEXT PROCEDURE
FAILURE MODE
INCORRECT OR INCOMPLETE INFORMATION

SAFETY - HAZARD

DO NOT CHART OR WRITE INCOMPLETE OR WRONG
INFORMATION
HAZARD MALPRACTICE SUIT (LEGAL RECORDS)

SCIENCE

DENTAL SCIENCE-BACKGROUND KNOWLEDGE OF
DENTAL PROCEDURES TO RECORD CORRECTLY
FOR LEGAL PROTECTION OF DENTIST

MATH - NUMBER SYSTEMS

READ AND INTERPRET CHARTS, TABLES, D-OF,
GRAPHS
INTERPRET SYMBOLS

COMMUNICATIONS

NON-VERBAL-UNDERSTANDING OF FICE POLICY
RECORDING & CHARTING ON RECORD

TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON

PRINTED INSTRUCTIONS
VISUAL AIDS
PARENTS PRESENT DURING SESSION
APPLIANCE

PERFORMANCE KNOWLEDGE

PREPARE AIDS FOR INSTRUCTION
PATIENT TRANSFERRED TO VISUAL AID ROOM
PARENTS ARE PRESENT
INSTRUCT BOTH PARENTS & PATIENT
ANSWER QUESTIONS & REAPPOINT
DECISION
HAVE YOU EMPHASIZED THE PARENTAL AND
PATIENT RESPONSIBILITIES
FAMILIAR MODE
BROKEN WIRES, BANDS, ETC. CALLING EMERGENCY
APPOINTMENTS

SAFETY - HAZARD

BROKEN APPLIANCES
HAZARD WIRE PUNCTURE WOUND
REAPPOINTING PATIENT AT REQUIRED TIME
HAZARD POSSIBLE PRESSURE
EXTRACTIONS OF A TOOTH

SCIENCE

MAGNETIC FIELDS OF FORCE
(CALCULATED FORCE OF TWO METALS TOUCHING)
MOTION RESULTING FROM TWO OR MORE FORCES
ACTING ON A POINT IN A BODY (Examples: EQUAL
AND OPPOSITE FORCE IS APPLIED BY TWO BODIES
IN CONTACT WITH EACH OTHER
UNDERSTANDING FORCES (PRESSURES) PLACED
ON TEETH BY APPLIANCES)
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE
(Examples: BENDING, TWISTING, STRETCHING)
(WIRES & BANDS AND FORCE PLACED ON THEM)

MATH - NUMBLR SYSTEMS

COMMUNICATIONS

APPROPRIATE DICTATION
DENOTATIVE/CONNOTATIVE WORDS
CLARITY OF EXPRESSION
VOCABULARY
USAGE
SPELLING
DETAILS AND INFERENCE
LOGIC
EMOTIONAL APPEALS (PROPAGANDA DEVICES)
STRESSING IMPORTANCE OF RULES OF CARE,
WEAR & EATING
PROCESS REPORT OR INSTRUCTION-WRITTEN
INSTRUCTIONS RECORDED ON PATIENT'S CHART
PROPOSAL-WRITTEN
[CONTRACT FILED WITH CHARTS, REAPPOINTMENT
DATE RECORDED]

<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY - HAZARD</p>
<p>LONG HANDLED BRUSH STAINLESS STEEL CLEANER SOFT CLOTH X-RAY DEVELOPER X-RAY FIXER WATER (DISTILLED) STIRRING STICKS FLOATING THERMOMETER</p>	<p>EMPTY OLD CONTENTS DRAIN WATER TANK CLEAN TANKS ADD DEVELOPER AND FIXER CHEMICALS ADD WATER & STIR FILL WATER TANK ADJUST TEMPERATURE DECISION CLEANLINESS OF THE TANKS COMPLETE FAILURE MODE INSUFFICIENT INCORPORATION OF H₂O & CHEMICALS LACK OF THOROUGH RINSING OF TANKS BEFORE PLACING THE CHEMICALS REVERSING TANKS</p>	<p>CHEMICALS HAZARD: EYE INJURY DO NOT REVERSE TANKS (DEVELOPER FOR FIXER) HAZARD: FAILURE OF X-RAYS CAUSING FURTHER RADIATION EXPOSURE FOR PATIENT & OPERATOR (RETAKE X-RAYS)</p>
<p>SCIENCE</p>	<p>MATH - NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>FORCES ACTING ON A BODY IMMERSSED OR FLOATING IN A LIQUID TRANSFER OF HEAT FROM ONE BODY TO ANOTHER SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>LIQUID & DRY MEASURES MEASURES OF TEMPERATURE [F⁰] RATIO & PROPORTION</p> <p>39</p>	<p>READING COMPREHENSION - DIRECTIONS ON CHEMICALS READING THE THERMOMETER</p>

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**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

X-RAYS
X-RAY DEVELOPER & FIXER TANKS
X-RAY RACKS
FLOATING THERMOMETER
DARK ROOM
TIMER

PERFORMANCE KNOWLEDGE

KNOW DARK ROOM TECHNIQUE
MAINTAIN CORRECT TEMPERATURE
PROCESS FILMS THROUGH DEVELOPER, RINSE AND FIX
HANG TO DRY
DECISION
TIME REQUIRED IN RELATION TO TEMPERATURE
FAILURE MODE
INSUFFICIENT OR OVERSUFFICIENT TIME
LIGHT LEAK IN THE DARKROOM
INSUFFICIENT RINSING
CONTAMINATION OF CHEMICALS
X-RAYS TOUCHING ON RACK
UNLOCKED DOOR

SAFETY — HAZARD

CHEMICALS
HAZARD EYE IRRITATION, BURNS, STAINS TO UNIFORM

SCIENCE

CHEMISTRY OF FILM DEVELOPMENT
FIXATION
WASHING
REDUCING

MATH — NUMBLR SYSTEMS

MEASURES OF TEMPERATURE (F°)

COMMUNICATIONS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

X-RAY VIEWER
X-RAY MOUNT
DEVELOPED X-RAYS
WORK ORDER

PERFORMANCE KNOWLEDGE

EVALUATE FILM FOR LINGUAL OR LABIAL ASPECT
SEPARATE POSTERIOR TEETH X-RAYS FROM ANTERIOR
TEETH X-RAYS USING ANATOMICAL LANDMARKS
SEPARATE UPPER FROM LOWER FILMS USING ANATOMI-
CAL LANDMARKS
PLACE FILMS IN MOUNT
DECISION
DETERMINE HORIZONTAL OR VERTICAL PLACEMENT
OF FILMS
DETERMINE DIAGNOSTIC (BITEWING) FILMS
DETERMINE LINGUAL OR LABIAL ASPECTS
FAILURE MODE
INCORRECT PLACEMENT OF FILMS

SAFETY — HAZARD

FILE UNDER CORRECT PATIENT NAME
HAZARD: INCORRECT EVALUATION AND APPOINTMENT
FOR WRONG PATIENT

SCIENCE

ANATOMY OF THE ORAL CAVITY

MATH — NUMBER SYSTEMS

READ AND INTERPRET CHARTS, GRAPHS, TABLES
(X-RAYS)

COMMUNICATIONS

READING, COMPREHENSION — INTERPRET WORK ORDER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

MAIN ENTRANCE
SWITCHES (LIGHT, HEAT, WATER)
OPERATORIES
EQUIPMENT
X-RAY TANKS
SUPPLIES
FILES
APPOINTMENT BOOK

PERFORMANCE KNOWLEDGE

KNOW LOCATION AND OPERATION OF SWITCHES
(LIGHT, HEAT, WATER, EQUIPMENT)
KNOW OFFICE POLICY OF OPERATORY PREPARATION
KNOW OFFICE POLICY FOR DAYS WORK SCHEDULE
AND PATIENTS' CHARTS
DECISION
WHICH DUTY TO PERFORM FIRST AND SEQUENTIAL
ORDER THEREAFTER
FAILURE MODE
ARRIVING LATE OR NOT ARRIVING EARLY ENOUGH
NOT PERFORMING ALL DUTIES
FAILING TO BE ORGANIZED

SAFETY — HAZARD

FAILING TO CHECK ALL EQUIPMENT
HAZARD LEAKS, INOPERABLE

SCIENCE

FLUIDS UNDER PRESSURE (EXAMPLES: HYDRAULIC PRESSURE,
BILITY, TRANSFER OF PRESSURE)
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH — NUMBLR SYSTEMS

MEASURES OF TEMPERATURE
READ AND INTERPRET CHARTS, TABLES AND/OR
GRAPHS

COMMUNICATIONS

LOGIC, ORGANIZATION
PROCESS (TELEPHONE, OR IN PERSON)
[WORK SCHEDULE]

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

OPERATORY EQUIPMENT
THE UNIT
THE CHAIR
OPERATOR & AUXILIARY STOOLS
MOBILE CABINET
LIGHTING
CABINETS WITH SINKS
EXPENDABLE SUPPLIES

PERFORMANCE KNOWLEDGE

MAINTAIN EQUIPMENT TO OPERATE AT ITS
FUNCTIONAL MAXIMUM
ADEQUATE STOCK OF EXPENDABLE SUPPLIES
ASEPSIS AND ASEPTIC TECHNIQUES
HABITUAL WORK ROUTINE
FAILURE MODE
INADEQUATE PERFORMANCE OF EQUIPMENT
DURING PROCEDURE
INADEQUATE SUPPLY OF EXPENDABLE MATERIALS
INADEQUATE ASEPSIS AND ASEPTIC TECHNIQUES

SAFETY - HAZARD

INADEQUATE KNOWLEDGE OF TECHNIQUES
HAZARD LACK OF ASEPSIS & ASEPTIC TECHNIQUES
HAP-HAZARD WORK ROUTINE
HAZARD OVERLOOKING AN IMPORTANT SUB-TASK

SCIENCE

MICROBIOLOGY & STERILIZATION
METHODS OF CONTROL & MODIFICATION OF A
BACTERIAL POPULATION
MICROORGANISMS ASSOCIATED WITH CERTAIN
ORAL INFECTIONS AND CONDITIONS

MATH - NUMBLR SYSTEMS

GIVEN AN INSTRUMENT OF MEASURE, DETERMINE
PRECISION AND/OR ACCURACY WITH RESPECT TO
RELATIVE ERROR, SIGNIFICANT DIGITS AND
TOLERANCE (METHOD OF MEASURE IN COMPLETION
OF TASK)

COMMUNICATIONS

EXCESSIVE POLICY INTERFERENCE TO DUTIES.
TASKS AND INVOLVEMENT OF ROUTINE

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(TASK STATEMENT) CLEANUP/LABORATORY AFTER DISMISSAL OF PATIENT TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
EQUIPMENT USED ALCOHOL ASEPTIC SOAP SOLUTION CONTAINER FOR SOLUTION APPARATUS FOR APPLYING ASEPTIC SOLUTIONS	DEVELOP A HABITUAL WAY OF COMPLETING JOB MAINTAIN ASEPTIC AND ASEPTIC TECHNIQUES DECISION AREA COMPLETELY CLEAN FAILURE MODE NOT CLEANING ALL, HEAVY, LEAVING BLOOD ON LIGHT HANDLE	*PSIS AND ASEPTIC CONDITIONS *HAZARD CROSS CONTAMINATION
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
MICROBIOLOGY METHODS OF CONTROL & MODIFICATION OF A BACTERIAL POPULATION MICROORGANISMS ASSOCIATED WITH ORAL INFECTIONS AND CONDITIONS	LIQUID AND DRY MEASURES	NON-VERBAL — PROFESSIONAL BEHAVIOR

TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
RIGHT ANGLE HANDPIECES STRAIGHT HANDPIECES CONTRA-ANGLE HANDPIECES CHAIR UNIT UNIT LIGHT MOBILE CABINET STOOLS-DENTIST & AUXILIARY X-RAY UNIT	FOLLOW MANUFACTURER'S DIRECTIONS AS TO CLEANING, OILING & OPERATING EQUIPMENT KNOW ASEPSIS AND ASEPTIC TECHNIQUE IN REGARDS TO EQUIPMENT ESTABLISH ROUTINE PATTERN OF CHECKING EQUIP- MENT AND USING PREVENTIVE MEASURES FOR LONGER LIFE PRECISION ALL EQUIPMENT WORKING TO MAXIMUM EFFICIENCY FUTURE MODE DISREGARD TO ROUTINE MAINTENANCE	EQUIPMENT HAZARD CROSS CONTAMINATION BREAK DOWN DURING USAGE FROZEN HANDPIECES
SCIENCE	MATH — NUMBLR SYSTEMS	COMMUNICATIONS
MICROBIOLOGY PRINCIPLES OF ASEPSIS & ASEPTIC TECHNIQUE	46	READY TO BE MANUFACTURED IN PRODUCTIONS 56

(TASK STATEMENT) COLOR CODE AND STORE INSTRUMENTS IN OPERATORY CABINETS

45

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
COLOR CODE TAPE OR PAINT INSTRUMENTS STORAGE CABINETS IN OPERATORY SECTIONED GLASS TRAY INSERTS FOR CABINETS AND STORAGE STERILIZING SOLUTIONS SCISSORS	BE AWARE OF OFFICE POLICY IN REGARDS TO INSTRUMENTS PREPARE AND PLACE TAPE ON CLASSIFIED INSTRUMENTS STERILIZE AND STORE IN CORRECT STORAGE TRAY DECISION SELECTING CORRECT COLOR FAILURE MODE INCORRECT COLOR ON INSTRUMENT INCORRECT DRAWER & SECTION FOR STORAGE	CORRECT POSITIONING OF INSTRUMENT FOR STORAGE HAZARD — FUNDUS
SCIENCE	MATH — NUMBLR SYSTEMS	COMMUNICATIONS
KNOWLEDGE OF MICROBIOLOGY (STERILIZATION)	GIVEN A CODING SYSTEM, RECOGNIZE AND IDENTIFY EACH UNIT INVOLVED BY ASSIGNING NECESSARY SYMBOLS, NUMERICAL OR LITERAL	NON VERBAL BEING AWARE OF OFFICE POLICY

<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY — HAZARD</p>
<p>TRAY SET-UPS FOR EXAMINATION APPOINTMENT FLUORIDE TREATMENT PROPHYLAXIS AMALGAM PROCEDURE AMALGAM POLISH COMPOSITE PROCEDURE & POLISH SILICATE GOLD FOIL PROCEDURE GOLD INLAY PREPARATION SEATING A GOLD INLAY DENTURE PROCEDURES PERIODONTAL SCALING & SUBGINGIVAL CURETTAGE GINGIVECTOMY PACK REMOVAL (GINGIVECTOMY) SIMPLE TOOTH EXTRACTION IMPACTED TEETH DRY SOCKET ALVEOLLECTOMY TORUS REMOVAL BIOPSY CYSTS HYPERPLASIA DIAGNOSIS OF AN ENDOPATIENT</p>	<p>ENDO PROCEDURES PULPECTOMY PULPOTOMY APICOECTOMY CHROME CROWN PRO- DURE DIAGNOSIS OF ORTHO- DONTIC PATIENT BANDING APPOINTMENT TAKING A CULTURE RESINS MULTIPLE EXTRACTION CYTOLOGY SUPERNUMERY CROWN & BRIDGE PREPARATION CROWN & BRIDGE TRY-IN SEATING A CROWN OR BRIDGE</p>	<p>IMPROPER STERILIZATION AND STORAGE OF TRAYS HAZARD CONTAMINATION</p>
<p>SCIENCE</p>	<p>MATH — NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>STERILIZATION TAPE, COLOR CHANGE</p>	<p>GIVEN A CODING SYSTEM, RECOGNIZE AND IDENTIFY EACH UNIT INVOLVED BY ASSIGNING NECESSARY SYMBOLS, NUMERICAL OR LITERAL [COLOR CODING]</p>	<p>WRITTEN—CHECK PATIENT'S CHART OR APPOINTMENT BOOK FOR PROCEDURE TO BE PERFORMED OFFICE MANUAL WITH EACH TRAY SET-UP LISTED MISSING, BROKEN OR DULL INSTRUMENTS LISTED</p>

(TASK STATEMENT) FILE STUDY MODELS (NUMERICAL-CROSS FILE SYSTEM) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
STUDY MODELS MODEL BOXES (8 SECTION FID) DATE & NUMBER STAMP RECORD BOOK OR ROLL-DEX FILE PATIENT'S CHART	RECORD DATE AND NUMBER GIVEN STUDY MODEL ON PATIENT'S CHART PATIENT'S MODELS RECORD BOOK OR FILE MODEL BOX FILE IN NUMERICAL ORDER, EIGHT TO A BOX STORE BOXES IN NUMERICAL ORDER DECISION WHEN TO USE AN OLD FILE NUMBER FAILURE MODE CONFUSION IN LOCATING IF STEPS ARE NOT COMPLETED	MISFILED STUDY MODEL RECORD HAZARD: WRONG DIAGNOSIS GIVEN
SCIENCE	MATH -- NUMBER SYSTEMS	COMMUNICATIONS
	SEQUENTIAL NUMBERING	NON-VERBAL UNDERSTANDING OF FACT POLICY WRITTEN-RECORDING INFORMATION FOR CROSS FILE READ OFFICE MANUAL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
ENTRANCES BACK & FRONT SWITCHES & VALVES OPERATORIES SUPPLIES FILES APPOINTMENT BOOK *WEEK-END *VACATION	KNOW OFFICE POLICY ON WORK SCHEDULES TRAY SET-UPS PATIENT'S CHART SWITCHES & VALVES, ELECTRICAL OUTLETS ARE OFF ROOMS ARE IN ORDER, CIGARETTES ARE OUT X-RAYS ARE HANGING TO DRY LOCK UP *WORLD EMPTY SOLUTIONS & CLEAN CONTAINERS. *NOTIFY SECURITY DECISION WHICH DUTY TO PERFORM FIRST IN SEQUENTIAL ORDER THEN AFTER *HURRY MODE NOT BEING ORGANIZED CAUSING DELAY IN PERFORMING DUTIES OR NOT PERFORMING ALL DUTIES.	FAILING TO CHECK ALL EQUIPMENT AND DOORS HAZARD (LEAKS, FIRE, ROBBERY) FAILING TO HAVE A NARCOTIC INVENTORY HAZARD (ACCOUNTING FOR SUPPLY AND (ROBBERY)
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
FLUIDS UNDER PRESSURE	READ & INTERPRET CHARTS, TABLES AND OR GRAPHS MEASURES OF TEMPERATURE SEQUENTIAL NUMBERING	NOT VERBALIZING IN OFFICE LOGIC (ORGANIZATION) PROCESS REPORT OR INSTRUCTION (WRITTEN [WORK SCHEDULES])

Duty D Performing Expanded Duty Procedures

- 1 Place reversible posterior restorations
- 2 Place an anterior reversible restoration
- 3 Place and remove a rubber dam
- 4 Place a matrix band on posterior teeth
- 5 Polish a reversible restoration
- 6 Prepare and place gutta-percha temporary
- 7 Mix and place a temporary restoration
- 8 Make and seat a temporary acrylic crown
- 9 Remove a temporary restoration (zoe)
- 10 Select, prepare and seat preformed crowns
- 11 Prepare space maintainers and bands
- 12 Take an impression for diagnostic models
- 13 Apply topical fluoride
- 14 Place periodontal pack
- 15 Remove periodontal dressing
- 16 Perform prophylaxis polishing (no scaling)
- 17 Remove cement from seated crown and orthodontic bands

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

AMALGAM TRAY SET UP
OPERATORY SET-UP
PATIENT DRAPE
SYRINGE AND LOCAL ANESTHETIC
HANDPIECES
EVACUATOR AND/OR EJECTOR
DENTAL MATERIALS
AMALGAMATOR
SYRINGE (AIR AND WATER)

PERFORMANCE KNOWLEDGE

TIME INVOLVED FOR SCHEDULING
ASSIST DENTIST IN PREPARATION OF TOOTH (ANATHE-
TIC AND CAVITY PREP)
ASSISTANT PLACES AMALGAM WITHIN WALLS, CONDENSE
OVERFILL, CARVE FUNCTIONAL ANATOMY
ADJUST OCCLUSION, CALL DENTIST FOR FINAL CHECK
DISMISS PATIENT FOR REAPPOINTMENT
DECISION
INTERMITTENT APPLICATION OF POLISH AGENTS TO
REDUCE HEAT
SIZE OF MIX FOR CAVITY FILL
FAILURE MODE
OVERHANG ON MARGINS
INSUFFICIENT CONTACT
INCORRECT OCCLUSION
MOISTURE CONTAMINATION
WRONG RATIO
INCORRECT TRITURA-
TION

SAFETY - HAZARD

ALLOWING MOISTURE TO CONTAMINATE AMALGAM
HAZARD. INACCURATE OCCLUSION
EXPANSION OF AMALGAM CAUSING INTENSE PAIN
EXCESSIVE OCCLUSAL PRESSURE-FRACTURE RESTORA-
TION BEFORE FINISHED
POOR EVACUATING METHODS-INHIBITION OF FORTION
BODY (AMALGAM, BANDS, CLAMPS, ETC.)
EXCESSIVE CONDENSATION, DEEP PREP-PULP PROTEC-
TION
NOT HAVING DOCTOR SIGN COMPLETION OF WORK
ORDER
HAZARD. LEGAL IMPLICATIONS FOR ASSISTANT

SCIENCE

EFFECT OF HEATING AND COOLING ON EXPANSION OF
MATERIALS (CHANGE OF DIMENSIONS)
EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF ONE FORM TO ANOTHER)
(FRICTION AND HEAT)
MAGNETIC FIELDS OF FORCE
(GALVANIC CHARGES)
FLUIDS UNDER PRESSURE (MERCURY COMPRESSED)
COMPOSITION OF MATTER, INCLUDING PROTONS, NEU-
TRONS, ELECTRONS, ATOMS, MOLECULES, ELEMENTS
(TRITURATION OF MATERIALS)
CENTRIPETAL FORCES DEVELOPED BY BODIES IN ROTA-
TION, (CREATING A PLASTIC MASS)
TRANSFER OF HEAT FROM ONE BODY TO ANOTHER
[ROTATING INSTRUMENT CREATING FRICTION]
EFFECTS OF FRICTION ON WORK PROCESSES AND PRO-
DUCT QUALITY (FRICTION CREATES HEAT WHICH
CAUSES PULP DAMAGE)
ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND
THE EFFECT ON STRUCTURE & STRENGTH OF
MATERIALS
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE
SIMPLE MACHINES-MECHANICAL ADVANTAGE

MATH - NUMBER SYSTEMS

RATIO AND PROPORTION
(MERCURY TO ALLOY)
MEASURE OF TIME AND SPEED (Example TIME-SECONDS,
MINUTES, ETC., SPEED-FEET PER MINUTE, R.P.M., ETC.)
(TRITURATION OF AMALGAMATION)
MEASURES OF TEMPERATURE (FRICTION, HEAT, TIME)

COMMUNICATIONS

NON-VERBAL-PERFORM DUTIES
RECORD ON CHART
VERBAL-SPECIAL INSTRUCTIONS FROM DENTIST
POINTING OUT DIFFICULT PROBLEMS
EVALUATE TASK AFTER FINISHING
TO PATIENT-WHAT TO EXPECT
WRITTEN-WORK ORDERS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

TRAY SET-UP
OPERATORY SET-UP
PATIENT OF AN
DENTAL CLINIC

PERFORMANCE KNOWLEDGE

ASSIST DENTIST IN CAVITY PREPARATION
APPLY CAVITY LINERS AND RESTORATION MATERIALS
TRIM EXCESS MATERIAL AND FINISH SURFACE
DISMISS AND REAPPOINT PATIENT
CULS
TISSUE BLEEDING
TISSUE BLANCHING
STAINING OF MATERIAL
FAILURE MODES
MARGINAL OVERHANG
METALLIC STAIN
LIP STICK STAIN
BLOOD STAIN

SAFETY — HAZARD

INACCURATE USE OF ROTARY INSTRUMENT
HAZARD TISSUE LACERATION
IMPROPER USE OF SCALPEL BLADE FOR TRIMMING
HAZARD TISSUE LACERATION
NOT HAVING DOCTOR SIGN WORK ORDER COMPLETION
HAZARD LEGAL IMPLICATIONS FOR ASSISTANT

SCIENCE

ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND
THE EFFECT ON STRUCTURE AND STRENGTH OF
MATERIALS
[CORRECT RATIO]
KNOWLEDGE OF MICROBIOLOGY
METHODS OF CONTROL AND MODIFICATION OF A
BACTERIAL POPULATION
NORMAL FLORA OF THE ORAL CAVITY
MICROORGANISMS ASSOCIATED WITH CERTAIN ORAL
INFECTIONS AND CONDITIONS
COMPOSITION OF MATTER, INCLUDING PROTONS, NEU-
TRONS, ELECTRONS, ATOMS, MOLECULES, ELEMENTS
[COMPOSITION OF MIX]
INERTIA AND MOMENTUM (BODY AT REST AND BODY IN
MOTION)
[MIX, APPLY MATERIAL TO CAVITY]
MOTION RESULTING FROM TWO OR MORE FORCES
ACTING ON A POINT IN A BODY [APPLY MATERIAL TO
CAVITY SPACE]
RELATIONSHIP OF FORCE TO DISTORTION IN AN ELAS-
TIC BODY [APPLY MATERIAL WITH INSTRUMENT]
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE
[MATERIAL IN FINAL STAGE OF SETTING]
SIMPLE MACHINES—MECHANICAL ADVANTAGE

MATH — NUMBER SYSTEMS

MEASURES OF TIME AND SPEED (Example TIME-
SECONDS, MINUTES, ETC., SPEED—FEET PER MINUTE,
R.P.M., ETC.)
RATIO AND PROPORTION
[PROPORTION OF MATERIAL MIX]

COMMUNICATIONS

PROCESS REPORT OR INSTRUCTIONS—OKAL (DENTIST TO
ASSISTANT)
PROPOSAL—ORAL
(INSTRUCT PATIENT)
PROGRESS REPORT—WRITTEN
(RECORD PATIENT'S CHART, READ RECALL SCHEDULE)
WORK ORDER—SIGNED BY DOCTOR

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

RUBBER OAM SET-UP
PATIENT
PLASTIC INSTRUMENT
SALIVA EJECTOR
SCISSORS

PERFORMANCE KNOWLEDGE

PHASE 1-PLACEMENT
DETERMINATION OF AREA TO BE ISOLATED
PREPARE THE PATIENT'S MOUTH
MARK AND PUNCH THE RUBBER DAM
SEAT THE CLAMP
PLACEMENT OF COTTON NAPKIN
APPLY THE RUBBER OAM
INVOLUTE AROUND TEETH
SECURE ANTERIORLY & POSTERIORLY
ADJUST THE FRAME

PHASE 2-REMOVAL
REMOVE SALIVA EJECTOR
REMOVE THE CLAMP
STRETCH THE OAM AWAY FROM THE TEETH
CUT INTERPROXIMAL AREAS OF THE OAM
REMOVE OAM AND NAPKIN
EXAMINE PATIENT FOR ANY REMAINING PIECES
OF THE OAM

DECISION
ADDITION OF DENTAL FLOSS TO CLAMPS USED
IN THE POSTERIOR REGION

SAFETY -- HAZARD

CLAMP-EMERGENCY LOOP OF DENTAL FLOSS
HAZARD: ACCIDENTAL SWALLOWING BY PATIENT

SCISSORS
HAZARD: CUTS

CLAMPS
HAZARD: CUT TISSUE
CAUSE RECESSON OF TISSUE
CUT OFF CIRCULATION

DECISION (con't)

SELECTION OF CLAMP
WEIGHT OF DAM MATERIAL
HOLE PLACEMENTS

FAILURE MOOE
INADEQUATE RETRACTION OF DAM MATERIAL
TO GINGIVAL MARGIN
CLAMP OUT OF PLACE OR NOT STABILIZED
LEAKING-IMPROPER HOLE PLACEMENT

SCIENCE

FLUIDS UNDER PRESSURE. (Examples INCOMPRESSIBILITY, TRANSFER OF PRESSURE.)

FORCES ACTING ON A BODY IMMERSED OR FLOATING IN A LIQUID

RESISTANCE OF MATERIALS TO CHANGE IN SHAPE

MATH -- NUMBER SYSTEMS

DETERMINATION OF AREA AND VOLUME OF CYLINDERS
[TOOTH SIZE, PLACEMENT, ROTATION]

DETERMINATION OF AREA AND VOLUME OF RECTANGULAR, CUBE & RIGHT TRIANGULAR PRISMS

DETERMINATION OF THE SURFACE AND VOLUME OF A SPHERE

COMMUNICATIONS

VERBAL-PATIENT'S APPREHENSIONS EXPRESSED
ASSISTANT REASSURANCE TO PATIENT, CONTINUAL DENTIST'S INSTRUCTIONS FOR ASSISTANT

WORK ORDER-SIGNED BY DENTIST

(TASK STATEMENT) PLACE A MATRIX BAND ON POSTERIOR TEETH	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p> <p>MOUTH MIRROR EXPLORER COTTON PLIERS WOODEN WEDGES MATRIX BAND MATRIX RETAINER PATIENT</p>	<p>SELECT AND TRIM A BAND CONTOUR THE BAND PLACE BAND IN RETAINER PLACE ON TOOTH & TIGHTEN PLACE WOODEN WEDGE DECISION IS BAND SNUG IS BAND POSITIONED CORRECTLY IS WEDGE SECURE FAILURE MODE INSUFFICIENT BURNISHING OF BAND TO ACHIEVE CONTOUR FAILURE OF THE BAND TO FIT SNUG AT THE GINGIVAL SEAT-OVERHANG IMPROPER PLACEMENT OF THE WEDGE</p>	<p>SHARP BAND EDGES HAZARD: CUTS PATIENT SWALLOWING SMALL ARMAMENTARIUM HAZARD: CHOKING IMPROPER SEATING OF MATRIX OR WEDGES HAZARD: OVERHANG OF MATERIAL, COULD OVER A A PERIOD OF TIME CREATE A PERIODONTAL PROBLEM NOT HAVING DOCTOR SIGN WORK ORDER COMPLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT</p>
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
<p>ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND THE EFFECT ON STRUCTURE AND STRENGTH OF MATERIALS RESISTANCE OF MATERIALS TO CHANGE IN SHAPE (Examples BENDING, TWISTING, SHAPING.) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>DETERMINATION OF AREA AND VOLUME OF CYLINDERS</p> <p>55</p>	<p>VERBAL-ASSISTANT TO PATIENT REASSURANCE SIMPLE EXPLANATION OF WHAT IS BEING DONE WORK ORDER-SIGNED BY DOCTOR</p>

(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
<p>ABRASIVE STONES FINISHING BUR SANOPAPER DISCS RUBBER PROPHY CUP & PUMICE BRISTLE BRUSH TIN OXIDE BASIC SET-UP PATIENTS' CHARTS</p>	<p>READ CHART FOR ORDERS REMOVE EXCESS AMALGAM REMOVE EXCESS ON PROXIMAL SURFACES POLISH THE RESTORATION PLACE FINAL FINISH DECISION COMPLETENESS OF RECONTOURING COMPLETENESS OF POLISH TO ALL AREAS OCCLUSION FAILURE MOORE EXCESSIVE HEAT FROM BUR LOSS OF STRENGTH IN THE RESTORATION PULPAL DAMAGE</p>	<p>IMPROPER PLACEMENT OF FINGER POSITION HAZARD SLIP, LACERATE TISSUE HOLDING BUR ON RESTORATION FOR TOO LONG PERIOD AT A HIGH RATE OF SPEED HAZARD PULPAL DAMAGE, LOSS OF TOOTH OR ENDODONTIC TREATMENT FAILING TO HAVE DOCTOR CHECK OUT WORK AND SIGN RECORD HAZARD LEGAL IMPLICATIONS FOR ASSISTANT</p>
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
<p>DIFFERENCES IN ABSORPTION AND RADIATION OF ENERGY BETWEEN DARK ROUGH SURFACES AND LIGHT, SMOOTH POLISHED SURFACES [POLISH] ARRANGEMENT OF MOLECULES, ATOMS AND IONS, AND THE EFFECT ON STRUCTURE AND STRENGTH OF MATERIALS EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) TRANSFER OF HEAT FROM ONE BODY TO ANOTHER INERTIA AND MOMENTUM (BODY AT REST AND BODY IN MOTION) TRANSFER OF ENERGY FROM ONE FORM TO ANOTHER SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>MEASURES OF TIME AND SPEED, (Example TIME - SECONDS, MINUTES, ETC., SPEED--FEET PER MINUTE, R.P.M., ETC.) [R.P.M., FRICTION, TEMPERATURE]</p>	<p>NONVERBAL--KNOWLEDGE, REASSURANCE WRITTEN--READ ORDERS RECORD--WORK ON CHART VERBAL--HAVE DOCTOR CHECK WORK AND SIGN WORK ORDER</p>

<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY - HAZARD</p>
<p>GUTTA-PERCHA STICK FLAME INSTRUMENT COTTON ROLL SALIVA EJECTOR</p>	<p>COMPLETE PROCEDURE TO PLACEMENT OF TEMPORARY PREPARE INSTRUMENT TO APPLY GUTTA-PERCHA COOL GUTTA-PERCHA & INSTRUMENT TO POINT IT WILL NOT BURN TISSUE AND APPLY TO CAVITY PREP FINISH & SMOOTH DECISION INSTRUMENT & MATERIAL COOLED ENOUGH FAILURE MODE INABILITY TO MAKE MATERIAL STICK IN CAVITY</p>	<p>DO NOT APPLY MATERIAL WITH HOT INSTRUMENT HAZARD: BURN PATIENT AVOID BEING CARELESS & DROPPING MATERIALS OR INSTRUMENT IN-PATIENT'S THROAT HAZARD CHOKE NOT HAVING DOCTOR SIGN WORK ORDER COMPLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT</p>
<p>SCIENCE</p>	<p>MATH - NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>57</p>	<p>NON-VERBAL - KNOWING PERFORMANCE KNOWLEDGE VERBAL - RECEIVE ORDERS FROM DOCTOR WRITTEN - RECORD SERVICES ON PATIENT'S CHART PREPARE FEE SLIP & APPOINTMENT UNITS FOR DESK TERMINOLOGY WORK ORDER - SIGNED BY DOCTOR</p> <p>67</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

SPATULA (SMALL METAL)
GLASS SLAB
COTTON ROLL
AIR SYRINGE
LIQUID-POWDER
INSTRUMENT FOR APPLICATION
NO. 4 BUR (ROUND) & 5-SPD HANDPIECE
ARTICULATOR PAPER
RUBBER OAM SET-UP

PERFORMANCE KNOWLEDGE

MATERIALS TO USE
PROPER MIXING METHOD
INSTRUMENTATION FOR PLACEMENT
DECISION
AMOUNT OF MATERIAL NEEDED
CORRECT CONTOUR & OCCLUSION
AREA DRY
FAILURE MODE
RETENTION FAILURE
INADEQUATE SEAL OF MARGINS
OCCLUSION ELEVATED
MOISTURE CONTAMINATION
MARGINAL OVERHANG

SAFETY — HAZARD

LOSS OF CONTROL OF HANDPIECE
HAZARD TISSUE LACERATION
ACCELERATED MIXING
HAZARD INABILITY TO DISSIPATE CHEMICAL HEAT
DROPPING MATERIAL INTO AIRWAYS
HAZARD CHOKING
NOT HAVING A DOCTOR SIGN A WORK ORDER COM-
PLETION
HAZARD LEGAL IMPLICATIONS FOR ASSISTANT

SCIENCE

KNOWLEDGE OF MICROBIOLOGY
KNOWLEDGE OF TOOTH ANATOMY (OCCLUSION)
KNOWLEDGE OF DENTAL MATERIALS
EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)
[CHEMICAL HEAT CHANGE OF MATERIALS]
RELATIONSHIP OF FORCE TO DISTORTION IN AN
ELASTIC BODY
[PLACEMENT OF MATERIALS]
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH — NUMBER SYSTEMS

LIQUID & DRY MEASURES
[METRIC]
RATIO & PROPORTION
[POWDER TO LIQUID]

COMMUNICATIONS

APPROPRIATE DICTION
DENOTATIVE/CONNOTATIVE WORDS
CLARITY OF EXPRESSION
VOCABULARY
USAGE
SPELLING
DETAILS AND INFERENCE
LOGIC
[COMMUNICATED WITH PATIENT CONCERNING
DETAIL OF PROCEDURE AND THE NEED OF THEIR
COOPERATION]
PROGRESS REPORT—WRITTEN
[RECORD PROCEDURE ON PATIENT'S CHART]
WORK ORDER—SIGNED BY A DOCTOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
<p>ACRYLIC MATERIALS MIXING EQUIPMENT HANDPIECE, BURS, MANDRELS & DISKS LUBRICANT ARTICULATING PAPER TEMPORARY CEMENT AND LIQUID GLASS SLAP SPATULA EJECTOR</p>	<p>KNOW HOW TO USE HAND PIECE KNOW HOW TO PREPARE ACRYLIC MASS KNOW HOW TO FORM & FIT MASS TO PREPARE TOOTH OR MODEL KNOW HOW TO SHAPE, CONTOUR AND OCCUR JOE MIX CEMENT, FILL & SEAT CROWN. DECISION WHEN TO CALL DENTIST FOR CHECK WHEN CROWN IS FINISHED FAILURE MODE SHORT MARGINS INACCURATE OCCLUSION SHORT CONTACTS</p>	<p>FAILURE TO REMOVE ACRYLIC MASS BEFORE COMPLETELY SET HAZARD WILL HAVE TO CUT OFF & START OVER NOT HAVING A DOCTOR SIGN A WORK ORDER COMPLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT</p>
SCIENCE	MATH -- NUMBER SYSTEMS	COMMUNICATIONS
<p>TOOTH ANATOMY MICROBIOLOGY METHODS OF CONTROL & MODIFICATION OF A BACTERIAL POPULATION NORMAL FLORA OF THE ORAL CAVITY MICROORGANISMS ASSOCIATED WITH CERTAIN ORAL INFECTIONS AND CONDITIONS COMPOSITION OF MATTER, INCLUDING PROTONS, NEUTRONS, ELECTRONS, ATOMS, MOLECULES, ELEMENTS SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>WORK INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY IN SIMPLE MACHINES (HANDPIECE & MATERIAL SURFACE) EFFECT OF HEATING AND COOLING ON EXPANSION OF MATERIALS (CHANGE OF DIMENSIONS) (REVERSE FORM OF MATERIAL) TRANSFER OF HEAT FROM ONE BODY TO ANOTHER (HEAT & FRICTION)</p>	<p>APPROPRIATE DICTATION & EMOTIONAL APPEALS (PROPAGANDA DEVICES) (RELATING TO PATIENT, ENCOURAGING THEM TO COOPERATE) CLARITY OF EXPRESSION (INSTRUCTIONS TO PATIENT) LISTENING TO PATIENTS WORK ORDER--SIGNED BY A DOCTOR</p>

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

HAND INSTRUMENTS
COTTON ROLLS
AIR SYRINGE
COTTON PLEDGETS
BASIC THREE SET UP
RUBBER DAM SET UP
SALIVA-EJECTOR
ROUND BUR & HANDPIECE (5-SPD)

PERFORMANCE KNOWLEDGE

HOW TO USE HANDPIECE AND BARS
HOW MUCH TO REMOVE
RECOGNIZE DIFFERENCE BETWEEN TOOTH & TEMPORARY FILLING
PLACE RUBBER DAM & EJECTOR
USE SLOW SPEED HANDPIECE AND ROUND BUR,
REMOVE MAJOR PORTION OF TEMPORARY MATERIAL
USE SELECTED INSTRUMENT AND REMOVE
MATERIAL FROM WALLS & FLOOR OF CAVITY
LEAVING 1.5 MM OR TWO AS DIRECTED
BLOW CLEAN
CALL DENTIST
DECISION
THE AMOUNT TO BE LEFT ON FLOOR FOR A BASL
FAILURE MODE
CUTTING INTO PREP WALL & FLOOR OF CAVITY
FRACTURING MARGINS
DAMAGING PULP

SAFETY — HAZARD

IMPROPER USE OF HANDPIECE
HAZARD REMOVAL OF TOO MUCH BASL MATERIAL
LACERATION OF TISSUE
IMPROPER USE OF HAND INSTRUMENT
HAZARD DAMAGE TO TOOTH MARGINS
LACERATION OF TISSUE
NOT HAVING A DOCTOR SIGN A WORK ORDER COMPLETION
HAZARD LEGAL IMPLICATIONS FOR ASSISTANT

SCIENCE

KNOWLEDGE OF ANATOMY—TOOTH
MICROBIOLOGY
METHODS OF CONTROL AND MODIFICATION OF A
BACTERIAL POPULATION
NORMAL FLORA OF THE ORAL CAVITY
MICROORGANISMS ASSOCIATED WITH CERTAIN
ORAL INFECTIONS AND CONDITIONS
ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND
THE EFFECT ON STRUCTURE AND STRENGTH OF
MATERIALS

MATH — NUMBER SYSTEMS

MEASURES OF LENGTH (METRIC)

60

COMMUNICATIONS

APPROPRIATE DICTION, DENOTATIVE/CONNOTATIVE
WORDS, CLARITY OF EXPRESSION, VOCABULARY,
USAGE, SPELLING, DETAILS AND INFERENCE,
LOGIC, EMOTIONAL APPEALS (PROPAGANDA DEVICES)
TO DENTIST, TO PATIENT & RETURN TO ASSISTANT
PROCESS REPORT OR INSTRUCTION—WRITTEN
(RECORDING ON PATIENT'S CHART)
WORK ORDER—SIGNED BY A DOCTOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
CONTRA-ANGLE ROUND-NOSSED TAPERING STONE DIAMOND DISCS (OPTIONAL) ASSORTED CHROME STEEL CROWNS BALL AND SOCKET PLIERS ZINC OXYPHOSPHATE CEMENT	SELECT A CROWN CUT DOWN THE CROWN CRIMP GINGIVAL BORDER OF CROWN CEMENT THE CROWN REMOVE EXCESS CEMENT DECISION SIZE OF CROWN HEIGHT OF CROWN ACCURACY OF BORDERS FAILURE MODE TOO NARROW CROWN—SKIMPY MARGINS & CONTACTS INSUFFICIENT OR OVERSUFFICIENT HEIGHT NOT FITTING AT THE CERVICAL LINE NOT LETTING THE CEMENT SET	OVEREXTENDED BORDER—PATIENT HAZARDOUS GINGIVAL TRAUMA CHROME CROWN—ASSISTANT HAZARDOUS CUTS NOT HAVING A DOCTOR SIGN A WORK ORDER COM- PLETION HAZARDOUS LEGAL IMPLICATIONS FOR ASSISTANT
SCIENCE	MATH – NUMBER SYSTEMS	COMMUNICATIONS
TOOTH ANATOMY	DETERMINATION OF AREA AND VOLUME OF CYLINDERS (VISUAL ESTIMATION) LOCATE BY APPROXIMATION RATIONAL NUMBERS AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL ORDERING) (SEQUENTIAL NUMBERING)	VERBAL—DOCTOR TO ASSISTANT—INSTRUCTIONS ASSISTANT TO PATIENT—REASSURANCE NON-VERBAL—ASSISTANT PROJECTS FEELINGS OF ASSURANCE, CONFIDENCE, KNOWLEDGE WORK ORDER—SIGNED BY A DOCTOR

<p>TASK STATEMENT) PREPARE SPACE MAINTAINERS & BANDS</p> <p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY – HAZARD</p>
<p>ALGINATE WATER LIQUID & DRY MEASURE RUBBER BOWL SPATULA 18-CARAT SOLDER BORAX FLUX ASSORTED PREFORMED CHROME STEEL BANDS ZOP GLASS SLAB CEMENT SPATULA</p>	<p>SELECT & THIN PREFORMED CHROME STEEL BAND TAKE ALGINATE IMPRESSION REMOVE BAND IN IMPRESSION MATERIAL ADAPT WIRE SOLDER WIRE REMOVE SPACE MAINTAINER & GRIND AWAY EXCESS SOLDER POLISH CEMENT DECISION CHOOSING CORRECT BAND LETTING ALGINATE SET LONG ENOUGH WHERE TO SOLDER WIRE FAILURE MODE NOT LETTING ALGINATE IMPRESSION SET LONG ENOUGH SOLDERING WIRE AT WRONG PLACE ON BAND FITTING BAND INCORRECTLY</p>	<p>PATIENT AWARE OF SMALL ARMAMENTARIUM HAZARD CHOKING, ASPHYXIATION</p>
<p>SCIENCE</p>	<p>MATH – NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) PRINCIPLES OF SOLDERING</p>	<p>LIQUID & DRY MEASURES RATIO & PROPORTION DETERMINATION OF AREA AND VOLUME OF CYLINDERS (BANDS AS CYLINDER)</p> <p>62</p>	<p>VERBAL – INSTRUCTIONS FROM DOCTOR TO ASSISTANT INSTRUCTIONS FROM ASSISTANT TO PATIENT NON-VERBAL – ASSISTANT PROJECTS TO PATIENT POSITIVE FEELINGS</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
PATIENT IMPRESSION TRAYS IMPRESSION MATERIALS MEASURING DEVICES SPATULA RUBBER BOWL OR MIXING PAD SALIVA EJECTOR AND/OR ORAL EVACUATOR AIR SYRINGE GAUZE ORANGE OIL SOLVENT	PREPARE PATIENT SELECT TRAYS MIX IMPRESSION MATERIAL PLACE IMPRESSION MATERIAL IN TRAY PLACE TRAY IN PATIENT'S MOUTH REMOVE TRAY HAVE DOCTOR CHECK IMPRESSION PREPARE PATIENT FOR DISMISSAL DECISION) DETERMINE WHEN MATERIAL IS SET DETERMINE WHAT SIZE TRAY TO USE FAILURE MODE SETTING OF MATERIAL BEFORE TRAY PLACEMENT UNSATISFACTORY MIX-AIR BUBBLES IMPROPER PREPARATION OF AREA TO BE RECORDED RESULTING IN IMPERFECTIONS INSUFFICIENT MATERIAL EXCESSIVE MATERIAL	TOO WET IMPRESSION MATERIAL HAZARD CHOKING OF PATIENT DUE TO RUNNING DOWN THE THROAT EXCESSIVE MATERIAL - GAGGING TOO SMALL TRAY-CUTTING TISSUE MATERIAL POORLY DISTRIBUTED - GAGGING NOT HAVING A DOCTOR SIGN A WORK ORDER COMPLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
FLUIDS UNDER PRESSURE (Examples INCOMPRESSIBILITY, TRANSFER OF PRESSURE) EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) COMPOSITION OF MATTER, INCLUDING PROTONS, NEUTRONS, ELECTRONS, ATOMS, MOLECULES, ELEMENTS EFFECTS OF FRICTION ON WORK PROCESSES AND PRODUCT QUALITY RELATIONSHIP OF FORCE TO DISTORTION IN AN ELASTIC BODY FORCES ACTING ON A BODY IMMERSED OR FLOATING IN A LIQUID TRANSFER OF HEAT FROM ONE BODY TO ANOTHER EFFECT OF HEATING AND COOLING ON EXPANSION OF MATERIALS (CHANGE OF DIMENSIONS) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	LIQUID & DRY MEASURES MEASURES OF LENGTH MEASURE OF TIME AND SPEED (Examples TIME-SECONDS, MINUTES, ETC., SPEED-FEET PER MINUTE, P.M., ETC.) RATIO & PROPORTION DETERMINATION OF AREA, PERIMETER AND DIAGONALS OF QUADRILATERALS (4-SIDED FIGURES) [QUADRILATERAL AREA] DETERMINATION OF AREA AND VOLUME OF RECTANGULAR, CUBE AND RIGHT TRIANGULAR PRISMS [VOLUME OF RECTANGULAR PRISM] MEASURE WITH THE METRIC AND ENGLISH SYSTEM AND CONVERT BETWEEN THEM	VERBAL-INSTRUCTIONS TO THE PATIENT REASSURANCE TO THE PATIENT COMMUNICATIONS WITH DOCTOR OF GAGGING OR APPREHENSION APPARENT WORK ORDER-SIGNED BY A DOCTOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
FLUORIDE SOLUTION OR GEL MAXILLARY AND MANDIBULAR FLUORIDE TRAYS (OPTIONAL) OR COTTON SWABS AIR SYRINGE COTTON ROLLS BASIC THREE-STEP SET-UP TIMER SALIVARY EJECTOR	PREPARE TRAY SET-UP PREPARE FLUORIDE TRAY PREPARE PATIENT'S ORAL CAVITY APPLY TRAYS WITH GEL OR APPLY GEL WITH SWABS SET TIMER SPRAY RINSE ORAL CAVITY PREPARE TO DISMISS PATIENT DECISION SIZING TRAYS PREPARATION OF PATIENT COMPLETE PAST FLUORIDE USE FAILURE MODE CONTAMINATION OF GEL WITH SALIVA	*PERMITTING EXCESSIVE FLUORIDE GEL TO BE SWALLOWED BY PATIENT HAZARD NAUSEA NOT HAVING A DOCTOR SIGN A WORK ORDER COM- PLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
CHEMICAL BONDING OF FLUORIDE TO DENTAL ENAMEL CHEMICAL ACTIVITY OF FLUORIDE FLUIDS UNDER PRESSURE (Examples INCOMPRESSI- BILITY, TRANSFER OF PRESSURE) FORCES ACTING ON A BODY IMMERSSED OR FLOATING IN A LIQUID	LIQUID & DRY MEASURES [LIQUID MEASURE, VOLUME, METRIC] MEASURES OF TIME AND SPEED. (Example TIME— SECONDS, MINUTES, ETC.; SPEED—FEET PER MINUTE, R.P.M., ETC.)	APPROPRIATE DICTATION AND CLARITY OF EXPRESSION [SELECTIVE INSTRUCTIONS TO PATIENT] VOCABULARY [LAY TERMINOLOGY] EMOTIONAL APPEALS (PROPAGANDA DEVICES) [APPEALING TO PATIENT] PROGRESS REPORT—ORAL (TO DENTIST) PROGRESS REPORT—WRITTEN [RECORDED ON PATIENT'S CHART] *PATIENT'S PAST HISTORY IN THE USE OF FLUORIDE WORK ORDER—SIGNED BY A DOCTOR

TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
CUP OF WATER MIXED PACK NO. 7 PLASTIC SPATULA	DAMPEN FINGERS ROLL PACK MAKING A SMALL CYLINDER PLACE ON INTERPROXIMAL, LINGUAL & BUCCEAL AREAS DECISION IS WOUND COMPLETELY COVERED FAILURE MODE TOO MUCH BULKY MATERIAL EXCESS MOISTURE (BLOOD, SALIVA) INSECURE PLACEMENT OF PACK	OVERMANIPULATION OF PACK HAZARD BLEEDING NOT HAVING A DOCTOR SIGN A WORK ORDER COMPLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT
SCIENCE	MATH -- NUMBER SYSTEMS	COMMUNICATIONS
EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND THE EFFECT ON STRUCTURE AND STRENGTH OF MATERIALS RESISTANCE OF MATERIALS TO CHANGE IN SHAPE	DETERMINATION OF AREA AND VOLUME OF CYLINDERS	VERBAL REASSURANCE TO PATIENT WORK ORDER-SIGNED BY A DOCTOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
EXPLORER SCALES HYDROGEN PEROXIDE BULB SYRINGE SUTURE SCISSORS MOUTH MIRROR COTTON PLIERS COTTON TIP APPLICATORS	BREAK DRESSING AWAY FROM THE TEETH WITH SLIGHT PRESSURE REMOVE CLEAN OFF EXCESS PIECES OF DRESSING REMOVE SUTURES IF USED DECISION SHOULD DRESSING BE REAPPLIED FORCE OF DRESSING REMOVAL DEPENDS ON SUTURES USED FAILURE MODE TRAUMATIZING TISSUE AT REMOVAL	SHARP INSTRUMENTS HAZARD INJURY TO THE PATIENT'S GINGIVA CHOKING ON SMALL PARTICLES NOT HAVING A DOCTOR SIGN A WORK ORDER COM- PLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
KNOWLEDGE OF PERIODONTIA TREATMENT FORCES ACTING ON A BODY IMMersed OR FLOATING IN A LIQUID INERTIA AND MOMENTUM (BODY AT REST AND BODY IN MOTION) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	66	VERBAL - ASSISTANT TO PATIENT RE ASSURANCE DOCTOR TO ASSISTANT - ORDERS TO PROCEED WITH TASK ASSISTANT TO PATIENT - EXPLAINING STEPS AND HELP BY PATIENT WORK ORDER - SIGNED BY DOCTOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
HANDPIECE RUBBER CUP PUMICE PASTE SALIVA EJECTOR MOUTHWASH ORAL EVACUATOR	SELECT PRESET TRAY PREPARE AUXILIARY EQUIPMENT PREPARE PATIENT POLISH TOOTH CROWNS PREPARE PATIENT FOR DISMISSAL DECISION ARE THE TEETH READY FOR POLISH FAILURE MODE INCOMPLETE POLISH INCOMPLETE MOISTURE CONTROL	*CONTAMINATION OF AREA HAZARD INCOMPLETE POLISH *CONTROL OF HANDPIECE HAZARD. INJURY TO SELF OR PATIENT NOT HAVING A DOCTOR SIGN A WORK ORDER COM- PLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE		VERBAL - DIRECTION FROM DENTIST TO ASSISTANT DIRECTIONS FROM ASSISTANT TO PATIENT READING COMPREHENSION READ & INTERPRET CHART WORK ORDER—SIGNED BY DOCTOR

<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY -- HAZARD</p>
<p>HAND INSTRUMENTS POWDER AND LIQUID SLAB & SPATULA SIZED BANDS OR CROWN COTTON ROLLS AIR SYRINGE</p>	<p>SELECT PROPER HAND INSTRUMENTS FOR PROCEDURE PREPARE AND DRY AREA INCORPORATE POWDER & LIQUID AND APPLY TO APPLIANCE SEAT AND ADJUST DECISION AREA DRY FAILURE MODE TRAPPED AIR CONTAMINATION OF MIX IMPROPER INCORPORATION OF POWDER & LIQUID</p>	<p>SALIVA CONTROL HAZARD. CONTAMINATION APPLIANCE CONTROL HAZARD. LOSS OF AN APPLIANCE IN SEATING AREA CHOKING NOT HAVING A DOCTOR SIGN A WORK ORDER COM- PLETION HAZARD LEGAL IMPLICATIONS FOR ASSISTANT</p>
<p>SCIENCE</p>	<p>MATH -- NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>MICROBIOLOGY AND CONTROL OF MICROORGANISMS METHODS OF CONTROL & MODIFICATION OF A BACTERIAL POPULATION NORMAL FLORA OF THE ORAL CAVITY MICROORGANISMS ASSOCIATED WITH CERTAIN ORAL INFECTIONS AND CONDITIONS</p>	<p>MEASURES--METRIC</p> <p>68</p>	<p>VERBAL--DIRECTIONS FROM DENTIST TO ASSISTANT DIRECTION FROM ASSISTANT TO PATIENT WORK ORDER--SIGNED BY DOCTOR</p>

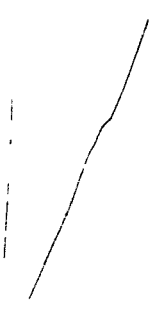
Duty E Performing Dental Laboratory Skills

- 1 Box an impression
- 2 Pour a plaster diagnostic model
- 3 Trim a dental plaster model (diagnostic)
- 4 Prepare and pour a stone work model
- 5 Trim a stone work model
- 6 Articulate a model
- 7 Construct a custom made tray
- 8 Construct a compound tray
- 9 Fabricate a wax bite rim
- 10 Construct a shellac base plate
- 11 Prepare copper tube for impression
- 12 Construct an acrylic temporary
- 13 Prepare a wax pattern
- 14 Sprue a wax pattern
- 15 Hand invest a wax pattern
- 16 Cast gold alloy
- 17 Pickle and finish cast gold alloy
- 18 Replace a tooth in a denture
- 19 Polish a denture
- 20 Process an acrylic retainer
- 21 Size orthodontic bands

(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
IMPRESSION BOXING WAX BUNSEN BURNER NO. 7 WAX SPATULA	PLACE ROPE WAX AROUND IMPRESSION LUTE WAX TO IMPRESSION DECISION ESTABLISHMENT OF DENTH AND EXTENSION OF PERIPHERAL ROLL FLOW OF WAX INSUFFICIENT DEPTH OF WAX INSUFFICIENT SECURING OF WAX	BUNSEN BURNER HAZARD BURN OR FIRE
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
EFFECT OF HEATING AND COOLING ON STATE OF MATTER SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	DETERMINATION OF AREA AND VOLUME OF CYLINDERS	70

20

70

<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY – HAZARD</p>
<p>DENTAL PLASTER TWO GLASS PLATES LAB KNIFE VIBRATOR RUBBER BOWL SPATULA DRY BALANCE WET GRADUATE MEASURER WATER ALGINATE IMPRESSION</p>	<p>RINSE IMPRESSIONS MIX PLASTER & WATER VIBRATE PLASTER MIX INTO IMPRESSION FILL IMPRESSION ABOVE & COVERING THE MUCO- BUCCAL FOLD PLACE REMAINING PLASTER MIX ON GLASS PLATE INVERT TRAY CONTAINING IMPRESSION ON TO THE PLASTER MASS DECISION SELECTING PROPER VIBRATOR SPEED DETERMINING PLASTER AMOUNT FAILURE MODE EXCESSIVE MOISTURE ALGINATE OVERFLOW LEVELING INVERTED TRAY RATIO OF POWDER TO WATER IMMEDIATE POUR TO AVOID DETERIORATION OF ALGINATE IMPRESSION REMOVAL OF PLASTER MASS FROM LINGUAL FLANGE OF MANDIBULAR TRAY</p>	<p>PLACE THUMB ON TRAY FOR STABILITY WHEN TRIMMING HAZARD LACERATION HANDLE GLASS PLATES WITH DRY HANDS HAZARD SHATTERED GLASS, LACERATIONS</p>
<p>SCIENCE</p>	<p>MATH – NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
<p>PRINCIPAL POWDER & LIQUID MUST BE MEASURED FOR PROPER CONSISTENCY, STRENGTH & DURABILITY SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE CONCEPTS RATIO—PROPORTIONS BETWEEN POWDER & LIQUID POWDER—STRENGTH CONSISTENCY—LACK OF AIR BUBBLES ON OCCLUSION SURFACES OF TEETH DURABILITY—WITHSTAND DECOMPOSITION</p>	<p>LIQUID & DRY MEASURES [MEASURE GRAMS OF POWDER] [MEASURE LITERS OF LIQUID] MEASURE WITH THE METRIC AND ENGLISH SYSTEM AND CONVERT BETWEEN THEM</p> 	<p>71</p>

(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
<p>STONE MODEL MODEL TRIMMER CONTAINER WITH WATER CURING SOLUTION WET CLOTH (FOR POLISHING)</p>	<p>PREPARE MODEL FOR TRIMMING DO ROUGH TRIMMING TRIM MANDIBULAR MODEL PLACE OPPOSING MODEL IN OCCLUSION TRIM MAXILLARY MODEL TO MANDIBULAR MODEL IN SYMMETRIC FORM ALLOW MODEL TO DRY SOAK IN CURING SOLUTION POLISH FAILURE MODE TRYING TO TRIM ALL MODELS THE SAME FAILURE TO REMOVE DEBRIS FROM OCCLUSION SURFACE FOR OCCLUDING PARALLELING BASE TO OCCLUSAL PLANE</p>	<p>WEAR SAFETY GLASSES HAZARD: EYE INJURY</p>
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
<p>RESISTANCE OF MATERIALS TO CHANGE IN SHAPE (Examples: BENDING, TWISTING, STRETCHING) EFFECTS OF FRICTION OF WORK PROCESSES AND PRODUCT QUALITY (WATER NEEDED) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>MEASURES OF LENGTH (WITH THE EYE OR A RULER) DETERMINATION OF AREA OF TRIANGLES DETERMINATION OF AREA, PERIMETER AND DIAGONALS OF POLYGONS WITH MORE THAN FOUR SIDES IF MARKED ACCURACY NEEDED A BOLEY GAUGE CAN BE USED</p>	<p>READ-WRITTEN WORK ORDER, SCHEDULING ACCURACY TO SPECIFIED LEVELS FOLLOW DRAWN OUTLINE AS INDICATED BY DENTIST</p>

82

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**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

STONE PLASTER
LAB KNIFE
VIBRATOR
RUBBER BOWL
FLEXIBLE SPATULA
DRY BALANCE
WET GRADUATE MEASURE
WATER
ALGINATE IMPRESSION

PERFORMANCE KNOWLEDGE

PREPARE IMPRESSION
PREPARE PLASTER MIX
FILL IMPRESSION
DECISION
HEIGHT OF PLASTER BASE
FAILURE MODE
AIR TRAPPED IN OCCLUSION SURFACE

SAFETY — HAZARD

SCIENCE

TRANSFER OF ENERGY FROM ONE FORM TO ANOTHER

MATH — NUMBER SYSTEMS

MEASURE WITH THE METRIC AND ENGLISH SYSTEM
AND CONVERT BETWEEN THEM
MEASURES OF WEIGHT
LIQUID & DRY MEASURES
RATIO & PROPORTION

COMMUNICATIONS

SCHEDULING

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
LAB TRIMMER STONE MODEL	TRIM MODEL BASE LEVEL TRIM ROUGH EDGES DECISION DEPTH OF BASE WIDTH OF PERIMETER	SAFETY GLASSES HAZARD EYE INJURY TRIMMER HAZARD FINGER AMPUTATION SIGN
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE	74	24

(TASK STATEMENT) ARTICULATE A MODEL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
ARTICULATOR WAX BITE REGISTRATION FORM MODELS PLASTER WATER RUBBER BOWL SPATULA	SELECT APPROPRIATE ARTICULATOR PLACE & SECURE MODELS TO EACH ARM OF ARTICULATOR FAILURE MODE IMPROPER REGISTRATION OF BITE	
SCIENCE	MATH – NUMBLR SYSTEMS	COMMUNICATIONS
ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND THE EFFECT ON STRUCTURE AND STRENGTH OF MATERIALS	LIQUID & DRY MEASURES [GRAM SCALE/GRADUATED CYLINDER] MEASURE WITH THE METRIC AND ENGLISH SYSTEM AND CONVERT BETWEEN THEM [GRAMS & CUBIC CENTIMETERS]	75

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
ACRYLIC LIQUID ACRYLIC POWDER INOCELIBLE PENCIL LIQUID PROPORTIONER POWDER PROPORTIONER UNWAXED PAPER CUP MANDIBULAR & MAXILLARY MODEL BASE PLATE WAX TONGUE BLADE ACRYLIC BURS BENCH ENGINE BUNSEN BURNER LAB KNIFE NO. 7 SPATULA STRAIGHT HANDPIECE VASE LINE	PREPARE MODEL FOR WAX ADD WAX TO MODEL MIX RESIN MATERIAL ADAPT THE MATERIAL TO CONFORM TO THE CONTOUR OF THE MODEL FORM HANDLE TRIM EXCESS MATERIAL FROM TRAY DECISION EVEN DISTRIBUTION OF MATERIAL PLACEMENT OF HANDLE PLACEMENT OF STOPS NECESSARY FAILURE MODE TRIMMING WAX ONLY TO THE PLP/PH. BY LEAVING ENOUGH MATERIAL FOR A HANDLE TRIMMING TRAY TO PROPER DIMENSIONS	PROTECT HANDS FROM ACRYLIC MATERIAL HAZARD BURNS BE CAREFUL WITH AME HAZARD BURNS OR FIRE BE CAREFUL WITH LAB KNIFE HAZARD LACERATIONS CAREFUL USE OF HANDPIECE WITH FLUR HAZARD LACERATION SAFETY GLASSES HAZARD EYE INJURY
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
PRINCIPLE POWDER AND LIQUID MUST BE MEASURED FOR PROPER CONSISTENCY SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) TRANSFER OF ENERGY FROM ONE FORM TO ANOTHER (EXOTHERMIC REACTION—CHEMICAL REACTION YIELDING HEAT)	LIQUID & DRY MEASURES RATIO & PROPORTION	READ LAB PRESCRIPTION OR PATIENT CHART

(TASK STATEMENT) CONSTRUCT A COMPOUND TRAY

(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
CAKE COMPOUND COMPOUND HEATER LAB KNIFE EDENTULOUS MODELS BUNSEN BURNER VASELINE SPATULA	HEAT COMPOUND FORM COMPOUND ON MODEL TRIP TRAY SMOOTH DECISION HOW EXTENSIVE TO TRIM THE COMPOUND FAILURE MODE EXCESSIVE HEATING OF THE COMPOUND	BUNSEN BURNER & COMPOUND HEATER HAZARD BURNS VASELINE HANDS HAZARD BURNS KNIFE HAZARD LACERATION
SCIENCE	MATH - NUMBLR SYSTEMS	COMMUNICATIONS
EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER)	77	87

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
MODEL BOLEY GAUGE BUNSEN BURNER ALCOHOL TORCH BASE PLATE WAX SHEETS LAB KNIFE NO. 7 WAX SPATULA PAN & WATER THERMOMETER	PREPARE THE WAX PREPARE THE CAST APPLY THE WAX TRIM WAX SMOOTH PERIPHERIES DECISION AMOUNT OF THE WAX STRIP TO SOFTEN AMOUNT OF TRIMMING NECESSARY FAILURE MODE OVERHEATING OF WAX STRIPS TRAPPING POCKETS OF AIR BETWEEN THE STRIPS INCONSISTANT WATER TEMPERATURE	BUNSEN BURNER OR ALCOHOL TORCH HOT WAX HAZARD BURNS
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE RESISTANCE OF MATERIALS TO CHANGE IN SHAPE	MEASURE WITH THE METRIC AND ENGLISH SYSTEM AND CONVERT BETWEEN THEM MEASURES OF LENGTH	88

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**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

COPPER TUBE
RED COMPOUND WAX
BUNSEN BURNER
PAN OF WATER
BURNISHER
LAB KNIFE
CURVED SCISSORS

PERFORMANCE KNOWLEDGE

PREPARE AND ADAPT TUBE
PREPARE WAX AND FILL TUBE
CUES
TRIM WAX OVERFLOW
BURNISH CUT EDGES
DECISION
TRIMMING WAX

SAFETY - HAZARD

BURNISH CUT EDGES
HAZARD: TISSUE LACERATION
KNIFE
HAZARD LACERATION

SCIENCE

EFFECT OF HEATING AND COOLING ON EXPANSION OF
MATERIALS (CHANGE OF DIMENSIONS)
EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)

MATH - NUMBER SYSTEMS

SCHEDULING

COMMUNICATIONS

TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
ACRYLIC LIQUID ACRYLIC POWDER SPATULA PAPER CONTAINER ALGINATE IMPRESSION ACRYLIC BURS MANDREL SAND DISKS VACUUM MOLDING MACHINE (NEED FOR P.D.)	PREPARE IMPRESSION MIX AND FILL KEY TEETH IMPRESSION TRIM AND POLISH DECISION AMOUNT OF POLYMER & MONOMER TO USE TIME INVOLVED IN MIXING FAILURE MODE SHY MARGINS	CHEMICAL MIX HAZARD FUMES, TISSUE BURN TRIM HAZARD ABRASION
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
COMPOSITION OF MATTER, INCLUDING PROTONS, NEUTRONS, ELECTRONS, ATOMS, MOLECULES, ELEMENTS TRANSFER OF ENERGY FROM ONE FORM TO ANOTHER EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) ARRANGEMENT OF MOLECULES, ATOMS AND IONS AND THE EFFECT ON STRUCTURE AND STRENGTH OF MATERIALS [POLYMERIZATION] SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	VISUAL MEASUREMENTS RATIO & PROPORTION	SCHEDULING 91

TASK STATEMENT: PREPARE A WAX PATTERN TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
ARTICULATED MODEL BRUSH BUNSEN BURNER DIE FORM HOLLENBACK CARVER NO. 3 OR ROACH CARVER INLAY WAX PLIERS 110 SR NO. 7 WAX SPATULA SEPARATING MEDIUM NYLON MATERIAL COTTON TIPPED APPLICATOR	PREPARE THE MODEL ADD WAX TO PREPARED TOOTH CARVE THE WAX PATTERN SMOOTH AND POLISH WAX PATTERNS DECISION HOW MUCH WAX TO ADD HOW MUCH WAX TO CARVE FOR OCCUSION FAILURE MODE ELIMINATION OF A SEPARATING MEDIUM EXCESS WAX EXTENSIVE OR INADEQUATE CARVING	BUNSEN BURNER HAZARD BURNS OR FIRE HOT INSTRUMENTS OR HOT WAX HAZARD BURN SAFETY GLASSES HAZARD EYE INJURY
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE. (Examples BENDING, TWISTING, STRETCHING.) EFFECT OF HEATING AND COOLING ON STATE OF MATTER (CHANGE OF MATTER FROM ONE FORM TO ANOTHER) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	82	92

(TASK STATEMENT) SPRUE A WAX PATTERN TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
SPRUES FINISHED WAX PATTERN WAX CLEANING SOLUTION SPRUE MOUNT FILLED WITH UTILITY WAX NEEDLE-NOSE PLIERS RUSSEN BURNER CAMEL HAIR BRUSH (SIZE 6)	HEAT SPRUE & ATTACH TO PATTERN PLACE SPRUED PATTERN ON MOUNT PAINT WITH CLEANING SOLUTION NEXT STEP INVESTING DECISION WHERE TO PLACE THE SPRUE PIN SELECT PROPER SPRUE FAILURE MODE SELECTING IMPROPER SPRUE ATTACHING SPRUE TO WRONG AREA NOT CLEANING ALL CONTAMINATED AREAS	DO NOT TOUCH HEATED SPRUE BE CAREFUL OF FLAME HAZARD BURN, FIRE
SCIENCE	MATH - NUMBER SYSTEMS	COMMUNICATIONS
EFFECT OF HEATING AND COOLING ON EXPANSION OF MATERIALS (CHANGE OF DIMENSIONS) FORCES ACTING ON A BODY IMMERSED OR FLOATING IN A LIQUID TRANSFER OF HEAT FROM ONE BODY TO ANOTHER RELATIONSHIP OF FORCE TO DISTORTION IN AN ELASTIC BODY SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	83	93

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

CASTING RING
INVESTMENT PLASTER (CRISTOBALITE)
DISTILLED WATER
ASBESTOS STRIP
TWO BRUSHES (ARTIST STYLE)
SPRUED WAX PATTERN ON FORMER
LIQUID GRADUATE MEASURER
MECHANICAL SPATULATOR AND BLADE
SMALL INSTRUMENT FOR APPLYING PLASTER
VIBRATOR
UTILITY WAX

PERFORMANCE KNOWLEDGE

SELECT AND PREPARE CASTING RING.
MIX INVESTMENT MATERIAL AND BRUSH ON MOUNTED
PATTERN
FIT CASTING RING TO SPRUE MOUNT WITH UTILITY WAX
USE INSTRUMENT TO APPLY INVESTMENT MIX TO
CASTING RING WHILE VIBRATING
DECISION
PROPER SIZING CASTING RING
FAILURE MODE
IMPROPER SIZING OF CASTING RING
OMITTING ASBESTOS FAILURE OF EXPANSION SPACE
TRAPPING AIR UNDER INVESTMENT MIX TO PAT-
TERN
TRAPPING AIR WHEN FILLING CASTING RING
SEPARATION OF PATTERN FROM SPRUE

SAFETY - HAZARD

SCIENCE

EFFECT OF HEATING AND COOLING ON EXPANSION OF
MATERIALS
TRANSFER OF HEAT FROM ONE BODY TO ANOTHER
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH - NUMBER SYSTEMS

LIQUID AND DRY MEASURES
DETERMINATION OF THE AREA OF RINGS
RATIO AND PROPORTION
DETERMINATION OF AREA AND VOLUME OF CYLIN-
DERS

COMMUNICATIONS

SCHEDULING

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

GOLD ALLOY
CENTRIFUGAL CASTING MACHINE
TORCH
TONGS
BURNER BURNER
FLUX
KNIFE
BURN OUT OVEN
INVESTED CASTING SPRUE BASE
CRUICKLE
ASBESTOS
PAN OF WATER

PERFORMANCE KNOWLEDGE

ELIMINATE THE WAX PATTERN
CAST GOLD ALLOY
PRECISION
SELECTING CORRECT AMOUNT OF GOLD ALLOY
SELECTION OF RIGHT TEMPERATURE IN BURN OUT
OVEN AND TIMING OF BURN OUT
SELECTION OF CORRECT WINDING OF CENTRIFUGAL
CASTING MACHINE
ESTIMATING CORRECT TIME TO QUEN
FAILURE MODE
BLOCKING OF EGRESS IN INVESTED CASE
SOLIDIFYING OF METAL PRIOR TO COOLING OF
PATTERN
INCORRECT TIMING OF QUENCHING
SELECTION OF INCORRECT AMOUNT ALLOY
RESULTING IN INADEQUATE POURING
INCORRECT WINDING OF CENTRIFUGAL CASTING
MACHINE RESULTING IN INADEQUATE CASTING

SAFETY — HAZARD

SAFETY GLASSES
HAZARD EYE INJURY
KNIFE
HAZARD LACERATION
QUENCHING
HAZARD WATER EXPLOSION
BLACKING OF ARM OR CLOTH BY MACHINE
HAZARD THROWING OF TOOL OR PART

SCIENCE

EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)
CENTRIFUGAL FORCES DEVELOPED BY BODIES IN
ROTATION (EXAMPLE: FORCE TENDING TO DIS-
CHARGE MATERIAL FROM A ROTATING BODY)
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH — NUMBER SYSTEMS

MEASURES OF WEIGHT
(GOLD)
MEASURES OF TIME AND SPEED. (EXAMPLES: TIME
SECONDS, MINUTES, ETC., SPEED: FEET PER MINUTE,
R.P.M., ETC.)
MEASURES OF TEMPERATURE

COMMUNICATIONS

SCHEDULE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
<p>PICKLING PAN PICKLING SOLUTION PAN WITH WATER TWEEZERS BRUSH (SCRUB) BUNSEN-BURNER AND TRIPOD BENCH ENGINE BURNISHER COTTON FINISHING BURS FINISHING STONES HANDPIEC & LAB ENGINE MANDRELS ROUGE RUBBER WHEELS SEPARATING DISK SMALL WHEELS SOAP BRUSH (SOFT) TRIPOD</p>	<p>REMOVE METAL OXIDATION REMOVE BUTTON, FINISH AND BURNISH SURFACES DECISION LENGTH OF TIME FOR HEATING SOLUTION SMOOTH SHINY SURFACE EXERCISE CARE TO KEEP OFF MARGINS FAILURE MODE BURNISHING MARGINS</p>	<p>SAFETY GLASSES HAZARD: EYE INJURY PICKLING SOLUTION HAZARD: FUMES, CHEMICAL BURNS ON SKIN & CLOTHES FRICTION HAZARD: BURN</p>
SCIENCE	MATH — NUMBLR SYSTEMS	COMMUNICATIONS
<p>TRANSFER OF HEAT FROM ONE BODY TO ANOTHER PRINCIPLES OF OXIDATION SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE</p>	<p>MEASURES OF TEMPERATURE LIQUID AND DRY MEASURES</p>	<p>SCHEDULING OF PATTERNS</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

DENTURE
DENTURE TOOTH
DENTAL ENGINE
STRAIGHT HANDPIECE
BURS
WAX
ACRYLIC LIQUID
ACRYLIC POWDER
DRY MEASURER
LIQUID MEASURER
PLASTER
LATHE
RAG WHEELS
PUMICE
POLISHING AGENT

PERFORMANCE KNOWLEDGE

REMOVE THE FRACTURED TOOTH STUMP
SELECT OF TOOTH SHADE AND MOLD FOR THE REPAIR
REPLACEMENT OF THE TOOTH WITH A SELF-CURING
ACRYLIC
POLISH THE REPAIR
DECISION
PROPER TOOTH FOR REPLACEMENT
FAILURE MODE
REMOVAL FROM THE LABIAL RATHER THAN THE
LINGUAL SIDE
IMPROPER TOOTH PLACEMENT

SAFETY — HAZARD

TRIM
HAZARD: EYE INJURY, ABRASIONS
ACRYLIC
HAZARD: BURNS
PLACEMENT OF TOOTH
HAZARD: IMPROPER OCCLUSION NEEDS DENTIST'S
ATTENTION

SCIENCE

WORK INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY
IN SIMPLE MACHINES
EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)
ARRANGEMENT OF MOLECULES, ATOMS AND IONS
AND THE EFFECT ON STRUCTURE AND STRENGTH
OF MATERIALS
EFFECTS OF FRICTION ON WORK PROCESSES AND
PRODUCT QUALITY
EFFECT OF HEATING AND COOLING ON EXPANSION OF
MATERIALS (CHANGE OF DIMENSIONS)
SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE

MATH — NUMBER SYSTEMS

LIQUID AND DRY MEASURES

COMMUNICATIONS

WRITING—LAB R_x FROM DOCTOR
CHECKING BEFORE POLISHING
VERBAL—ORDER FROM DOCTOR
CRITICAL CRITIQUE FROM DOCTOR AFTER COMPLETION
OF TASK

[TASK STATEMENT] POLISH A DENTURE TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
DENTURE BOWL WITH WATER BRUSH DENTAL LATHE FINALUSTRE PUMICE 3 RAG WHEELS SOAP SPLASH PAN TAPERED CHUCK TRIPOLI	GRIP DENTURE TIGHTLY APPLY WET PUMICE TO THE DENTURE APPLY TRIPOLI TO THE DENTURE APPLY FINAL LUSTER TO DENTURE GIVE FINAL SMOOTHNESS AND POLISH DECISIONS ABSENCE OF SCRATCHES AFTER APPLICATION OF EACH FAILURE MODE LOOSE GRIP ON DENTURE LEAVING ROUGH AREAS	FLYING DENTURE OR MATERIALS HAZARD: INJURY FRACTURE DENTURE SAFETY GLASSES HAZARD EYE INJURY ROUGH AREAS HAZARD TISSUE TRAUMA
SCIENCE	MATH -- NUMBER SYSTEMS	COMMUNICATIONS
EFFECTS OF FRICTION ON WORK PROCESSES AND PRODUCT QUALITY RESISTANCE OF MATERIALS TO CHANGE IN SHAPE (Examples: BENDING, TWISTING, STRETCHING) INERTIA AND MOMENTUM (BODY AT REST AND BODY IN MOTION) COMPOSITION OF MATTER, INCLUDING PROTONS, NEUTRONS, ELECTRONS, ATOMS, MOLECULES, ELEMENTS WORK INPUT, WORK OUTPUT: FRICTION AND EFFICIENCY IN SIMPLE MACHINES CENTRIFUGAL FORCES DEVELOPED BY BODIES IN ROTATION (Example: FORCE TENDING TO DISCHARGE MATERIAL FROM A ROTATING BODY) SIMPLE MACHINES USED TO GAIN MECHANICAL ADVANTAGE	MEASUREMENTS (METRIC)	VERBAL-DOCTOR'S ORDERS READ LAB PRESCRIPTION SCHEDULING

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

LAB R X
POLYMER
MONOMER
GAUGE WIRE
CONTOUR PLIERS
WORK MODEL
CONTAINER OF HOT WATER
HOT PLATE
LAB ENGINE
STRAIGHT HAND PIECE
BURS

PERFORMANCE KNOWLEDGE

PREPARE MODEL FOR ACRYLIC
PREPARE WIRE FRAME WORK
PREPARE ACRYLIC MIX AND APPLY TO WORK MODEL
CURE
TRIM AND FINISH
DECISION
THICKNESS OF ACRYLIC
AMOUNT OF MIX
PLACEMENT OF METAL REFS
FAILURE MODE
INACCURATE MARGINS
MISINTERPRETATION OF WORK ORDER

SAFETY — HAZARD

CHEMICAL MIX
HAZARD: FUMES
TRIM
HAZARD: ABRASIONS & LACERATIONS
WIRE FOUNDATION
HAZARD: PUNCTURE WOUNDS

SCIENCE

SIMPLE MACHINES USED TO GAIN MECHANICAL
ADVANTAGE
EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)
TRANSFER OF ENERGY FROM ONE FORM TO ANOTHER
ARRANGEMENT OF MOLECULES, ATOMS AND IONS
AND THE EFFECT ON STRUCTURE AND STRENGTH
OF MATERIALS
(POLYMERIZATION)
RESISTANCE OF MATERIALS TO CHANGE IN SHAPE

MATH — NUMBER SYSTEMS

VISUAL MEASUREMENT
RATIO AND PROPORTION

COMMUNICATIONS

READ LAB PRESCRIPTION
SCHEDULING

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

VARIOUS ORTHODONTIC BANDS
MODEL OF PATIENT'S TEETH
LIQUID METAL
WORK ORDER
PLASTER
WATER
RUBBER BOWL
SPATULA
BASE RUBBER MOLO
INSTRUMENTS
CONTOUR PLIERS

PERFORMANCE KNOWLEDGE

PREPARE MODEL FOR BANDING
PLACE ON BASE
COAT WITH METAL
CONTOUR BANDS
PLACE BANDS FOR SIZING
FAILURE MOOE
INACCURATE SIZE OUE TO INCORRECT PREPARATION
OF MOOEL

SAFETY – HAZARD

CAREFUL HANOLING OF BANDS AND INSTRUMENTS
HAZARO: HANO WOUNOS

SCIENCE

RESISTANCE OF MATERIALS TO CHANGE IN SHAPE

MATH – NUMBER SYSTEMS

GIVEN A COOING SYSTEM, RECOGNIZE AND IOENTIFY
EACH UNIT INVOLVED BY ASSIGNING NECESSARY
SYMBOLS; NUMERICAL OR LITERAL
[BANO SIZE COOING]

RESISTANCE OF MATERIALS TO CHANGE IN SHAPE
(Examples. BENOING, TWISTING, STRETCHING)
[BANO SHAPE]

OETERMINATION OF AREA & VOLUME OF CYLINDOERS
[SELECTING SIZE TO MOOEL]

COMMUNICATIONS

REAOING COMPREHENSION–INTERPRET WORK OROER

Duty F

Performing Dental Office Management Duties

- 1 Prepare reception room for patients
- 2 Sort, open and route mail
- 3 Pull or file patients' dental records
- 4 Receive patients
- 5 Manage children accompanying patients
- 6 Screen non-patient visitors
- 7 Complete registration form and health history record
- 8 Explain to scheduled patients unexpected delay
- 9 Place telephone calls
- 10 Answer telephone calls
- 11 Answer emergency telephone calls
- 12 Schedule appointments for patients
- 13 Make arrangements for patient admission to hospital
- 14 Arrange meetings and/or conferences
- 15 Arrange travel accommodations
- 16 Prepare schedule for dentist of hospital patients
- 17 Operate typewriter and assume responsibility for maintenance
- 18 Transcribe from a dictating machine
- 19 Operate copy equipment
- 20 Compose and type a business letter
- 21 Type a consultation letter
- 22 Compose and type a recall letter to patient
- 23 Type and compose collection letter
- 24 Complete workmen's compensation forms
- 25 Complete commercial health forms
- 26 Complete medicare part B forms
- 27 Complete public assistance billing forms
- 28 Inventory office supplies
- 29 Order and receive office supplies
- 30 Complete inventory of supplies (expendable)

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

MAGAZINES APPROPRIATE TO INDIVIDUAL PRACTICE
TABLES
CHAIRS
LAMPS
ASH TRAYS (OPTIONAL)

PERFORMANCE KNOWLEDGE

SCREEN MAGAZINES
ALIGN FURNITURE
NECESSARY CLEAN-UP
MAINTAIN COMFORTABLE TEMPERATURE, IF POSSIBLE
FRESH AIR CIRCULATION
CUES
OVERALL CLEAN, PLEASANT ATMOSPHERE SHOULD
BE MAINTAINED AT ALL TIMES
PROPER LIGHTING
STALE ODORS
DECISIONS
TYPE MAGAZINES FOR PLACEMENT

SAFETY — HAZARD

SAFETY: MAINTAIN CONSTANT ALERTNESS FOR ANY
DAMAGED FURNITURE, PROTRUDING OBJECTS,
LOOSE OR FRAYED ELECTRICAL CORDS
HAZARD. INJURY TO PATIENT AND/OR STAFF
SAFETY: FLOOR AREA KEPT SMOOTH & UNCLUTTERED,
HAZARD DANGER OF TRIPPING

SCIENCE

MATH — NUMBER SYSTEMS

COMMUNICATIONS

(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
LETTER OPENER FILE NO. 13	SPEARATE FIRST CLASS MAIL AND PERSONAL MAIL CATEGORIZED BALANCE OF MAIL ATTACH COMMUNICATIONS REGARDING PATIENTS TO APPROPRIATE CHART FOR DENTIST'S ATTENTION SORT & DISPOSE OF DRUG SAMPLES PER DENTIST'S DESIRES ANSWER APPROPRIATE MAIL FILE INCOMING BILLS FOR PAYMENT CUES PAY CAREFUL ATTENTION TO MAIL CONTAINING PAYMENTS	SAFETY DRUGS MUST BE KEPT IN AREA ACCESSIBLE TO STAFF ONLY HAZARD IMPROPER USE
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
	93	WRITTEN—TO PATIENTS INTER-OFFICE MAIL

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

FILE CABINET
CHARTS
TYPEWRITER
APPOINTMENT SCHEDULE

PERFORMANCE KNOWLEDGE

LOCATE CHART AND REMOVE FROM FILE
TYPE LIST OF PATIENTS SCHEDULED
REPLACE IN PROPER ORDER AFTER USE
CUES:
FILING MAY BE DONE ALPHABETICALLY OR NUMERICALLY
CHECK FOLDER TO BE CERTAIN ALL CURRENT DATA IS FILED
PREPARE NEW SHEET FOR NOTES BY DENTIST IF NO ROOM IN CHART

SAFETY — HAZARD

SAFETY: OPEN ONLY ONE DRAWER AT A TIME
HAZARD DANGER OF ENTIRE CABINET TIPPING
WITH RESULTANT POSSIBLE TRAUMA

ACCURATE FILING
HAZARD LOSS OF PATIENT'S CHART FOR A TIME

SCIENCE

MATH — NUMBER SYSTEMS

LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)

COMMUNICATIONS

WRITTEN—SCHEDULED LIST OF PATIENTS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

 STANDARD OFFICE SUPPLIES
DAILY PRACTICE LOG

PERFORMANCE KNOWLEDGE

 WELCOME PATIENT BY NAME
PROVIDE FOR PATIENT'S COMFORT & EASE
MEET INDIVIDUAL NEEDS AS REQUIRED
DECISION
AT WHAT POINT IT IS ADVISABLE TO SEE A PATIENT
AHEAD OF THOSE ALREADY WAITING
CUES
INCOMPLETED CHARTS

SAFETY — HAZARD

 HEALTH HISTORY
HAZARD FAILURE TO RECORD CURRENT OR PAST
HEALTH PROBLEMS

SCIENCE

 ELICIT PATIENT NEEDS THROUGH COMPETENT AND
CARING MANNER

MATH — NUMBER SYSTEMS
COMMUNICATIONS

 LISTENING & WATCHING FOR PATIENT'S NEEDS
VERBAL & NON-VERBAL—PROVIDE COMFORT AND
ASSISTANCE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
ASSORTMENT OF APPROPRIATE BOOKS AND TOYS STORAGE AREA FOR BOOKS AND TOYS CHILDREN'S FURNITURE (OPTIONAL)	CARE OF CHILD IN SOME INSTANCES DECISION DETERMINATION OF POINT AT WHICH CHILD HAS BECOME DISRUPTIVE AND APPROPRIATE ACTION TO TAKE	SAFETY: HAZARDLESS TOYS SAFETY GUARD AGAINST TOYS IN WALKING AREA HAZARD, POSSIBLE INJURY TO CHILD OR OTHER VISITOR
SCIENCE HUMAN RELATIONS	MATH -- NUMBER SYSTEMS	COMMUNICATIONS
		VERBAL INTERACTION WITH CHILD & PATIENT TACIT COMMUNICATION WITH CHILD TACIT COMMUNICATION WITH PARENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

APPOINTMENT BOOK (IF NEEDED)
WRITING INSTRUMENT

PERFORMANCE KNOWLEDGE

SCHEDULE FUTURE APPOINTMENTS PER DENTIST'S
WISHES

ESCORT VISITORS TO BE SEEN INTO APPROPRIATE
WAITING AREA

CUES

VISITORS WILL FIT INTO VARIOUS CATEGORIES AND
WILL BE DEALT WITH IN INDIVIDUAL MANNER
ACCORDING TO WISHES OF DENTIST

SAFETY -- HAZARD

INAPPROPRIATE SCREENING
HAZARD. LOSS OF VALUABLE WORKING TIME

SCIENCE

HUMAN RELATIONS

MATH -- NUMBER SYSTEMS

MEASURES OF TIME AND SPEED. (EXAMPLES: TIME --
SECONDS, MINUTES, ETC., SPEED--FEET PER MINUTE,
R.P.M., ETC.)

COMMUNICATIONS

VERBAL--INTERACTIO'J WITH VISITORS AND WITH
DENTIST

RECORDING APPOINTMENTS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

CHART FOLDER
REGISTRATION FORM
HISTORY SHEET
WRITING MATERIAL
WRITING SURFACE

PERFORMANCE KNOWLEDGE

COMPLETE HISTORY SHEET ACCORDING TO DENTIST'S INSTRUCTIONS
COMPLETE REGISTRATION FORM AS INDICATED
CUES
ASCERTAIN CORRECT SPELLING OF NAME & COMPLETE ADDRESS
FINANCIAL INFORMATION AS COMPLETE AS POSSIBLE
ALL BLANK AREAS OF HEALTH HISTORY ARE FILLED

SAFETY — HAZARD

MARK HEALTH PROBLEMS FOR ATTENTION
HAZARD. OVERSIGHT OF ALLERGY, ETC.

SCIENCE

HUMAN RELATIONS

MATH — NUMBER SYSTEMS

COMMUNICATIONS

TALKING WITH PATIENT AND/OR RELATIVES
RECORDING

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

TELEPHONE (IF INDICATED)
APPOINTMENT BOOK
WRITING INSTRUMENT

PERFORMANCE KNOWLEDGE

RESCHEDULE APPOINTMENTS AS INDICATED
CUE
GIVE PATIENTS BEST POSSIBLE ALTERNATE
APPOINTMENT

SAFETY - HAZARD

IMPROPER HANDLING OF RESCHEDULING
HAZARD LOSS OF PATIENT

SCIENCE

HUMAN RELATIONS

MATH - NUMBER SYSTEMS

MEASURE OF TIME AND SPEED (Example TIME -
SECONDS, MINUTES, ETC., SPEED - FEET PER
MINUTE, R.P.M.; ETC.)

COMMUNICATIONS

VERBAL INTERACTION WITH PATIENT
INSTRUCTIONS FROM DENTIST

CUES

APOLOGIZE FOR DELAY

ATTEMPTS SHOULD BE MADE TO COINCIDE PATIENT'S
TIME WITH NEW SCHEDULING

RECORDING IN APPOINTMENT BOOK
COMPLETION OF APPOINTMENT CARD

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
TELEPHONE BOOK TELEPHONE INDEX WRITING MATERIALS	USE TELEPHONE BOOK PROPER VOIC MODULATION & DICTION PROPER POSITION OF RECEIVER CUES IF CALL PLACED FOR DENTIST PERSONALLY, HE/SHE SHOULD BE READILY AVAILABLE NO GUM, FOOD OR OBJECTS IN MOUTH OF ASSIS- TANT	
SCIENCE	MATH -- NUMBER SYSTEMS	COMMUNICATIONS
MANNER DENOTES DEGREE OF COMPETENCE HUMAN RELATIONS	100	SPEAKING CLEARLY & CONCISELY 110

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

WRITING MATERIALS
APPOINTMENT BOOK
COMPLETE DIRECTORY OF COMMUNITY AGENCIES
RECORD FOR RECORDING INCOMING CALLS

PERFORMANCE KNOWLEDGE

TRANSMIT INFORMATION, CHECK RESOURCES AS NECESSARY
SCHEDULE APPOINTMENTS
RECORD MESSAGES FOR PROPER RESPONSE BY DENTIST
SCREEN CALLS, I.E., THOSE ASSISTANT CAN ANSWER AND THOSE DENTIST MUST ANSWER
RECORD PERTINENT INFORMATION ON PATIENT RECORD
CUES
NEVER HAVE FOOD, GUM OR OBJECTS IN MOUTH
AVOID IMPROPER VOICE TONE
BE AWARE OF OFFICE POLICY AND/OR DENTIST'S PREFERENCE
BE AWARE OF DENTAL LEGAL IMPLICATIONS OF GIVING INFORMATION OVER TELEPHONE
BE SURE TO RECORD ALL PERTINENT INFORMATION

SAFETY - HAZARD

INACCURATE RECORDING OF INFORMATION
HAZARD: FAILURE TO REPLACE CALLS

SCIENCE

MANNER DENOTES DEGREE OF COMPETENCE
HUMAN RELATIONS

MATH - NUMBER SYSTEMS

COMMUNICATIONS

QUESTION VERBALLY TO DETERMINE CALLER'S NEEDS
RECORD MESSAGES
RECORD APPOINTMENTS
RECORD PERTINENT DATA ON PATIENT'S RECORD

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

WRITING MATERIALS
APPOINTMENT BOOK
COMPLETE DIRECTORY OF COMMUNITY AGENCIES
RECORD FOR RECORDING INCOMING CALLS

PERFORMANCE KNOWLEDGE

HANDLE ON INDIVIDUAL MERIT
RECORD CALL
DECISIONS
QUESTION CALLER UNTIL TRUE SITUATION IS
ASCERTAINED & TAKE PROMPT ACTION ACCORD-
INGLY
IF SEVERE EMERGENCY DIRECT PATIENT TO EMER-
GENCY ROOM (IF DENTIST NOT AVAILABLE)
OFFER APPROPRIATE FIRST AID ADVICE IF DENTIST
IS NOT AVAILABLE (NOTE: AWARENESS OF
MEDICAL LEGAL IMPLICATIONS)
CUE
VOICE MUST REMAIN CALM

SAFETY - HAZARD

BEING UNAWARE OF OWN LIMITATIONS
HAZARD: LLGAL IMPLICATIONS

SCIENCE

MANNER DENOTES DEGREE OF COMPETENCE
HUMAN RELATIONS

MATH - NUMBER SYSTEMS

COMMUNICATIONS

PHONE COMMUNICATION
LOG IMMEDIATELY & ACCURATELY ALL EMERGENCY
CALLS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

WRITING SURFACE
APPOINTMENT BOOK
WRITING MATERIAL

PERFORMANCE KNOWLEDGE

RECORD ON PROPER DATE & TIME IN APPOINTMENT BOOK
APPOINTMENT CARD COMPLETED & GIVEN OR MAILED TO PATIENT
DECISION
DETERMINE TIME OF APPOINTMENT ACCORDING TO PATIENT'S NEEDS & DENTIST'S SCHEDULE
ALLOT PROPER TIME INTERVAL FOR APPOINTMENT

SAFETY — HAZARD

INACCURATE RECORDING OF APPOINTMENT
HAZARD: UNHAPPY PATIENT, DENTIST, JAMMED SCHEDULE

SCIENCE

HUMAN RELATIONS

MATH — NUMBER SYSTEMS

MEASURE OF TIME AND SPEED (Examples: TIME—SECONDS, MINUTES, ETC.; SPEED—FEET PER MINUTE, R.P.M., ETC.)

COMMUNICATIONS

TALK AND/OR WRITE PATIENTS AND DENTIST
RECORDING DATA ON APPOINTMENT CARD & BOOK

<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY - HAZARD</p>
<p>PATIENT CHART TELEPHONE WRITING INSTRUMENT</p>	<p>PLACE CALL SCHEDULE ADMISSION PATIENT NOTIFICATION AND INSTRUCTION</p>	
<p>SCIENCE</p> <p>HUMAN RELATIONS</p>	<p>MATH - NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p> <p>TALK WITH ADMISSION OFFICE PERSONNEL TALK WITH DENTIST AND PATIENT RECORD ON PATIENT CHART</p>

TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE, KNOWLEDGE	SAFETY -- HAZARD
STANDARD OFFICE SUPPLIES AS INDICATED BY INDIVIDUAL SITUATION--VARIES TO A GREAT DEGREE CALENDAR/APPOINTMENT BOOK	EFFICIENT MANAGEMENT OF INDIVIDUAL SITUATION	
SCIENCE	MATH -- NUMBER SYSTEMS	COMMUNICATIONS
	VARIED DEPENDING ON SITUATION	VERBAL INTERACTION WITH DENTIST RECORD ARRANGEMENTS COMPLETED WRITING TO AND/OR TALKING WITH OTHERS

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

STANDARD OFFICE SUPPLIES
TYPEWRITER
TELEPHONE

PERFORMANCE KNOWLEDGE

COMPLETE ARRANGEMENTS, USE PHONE/MAIL
CUES
MAKE CERTAIN OF DATES, TIMES, COSTS AND KINDS
OF ACCOMMODATIONS
DECISIONS
TAX DEDUCTABLE

SAFETY - HAZARD

INACCURATE RECORDING OF DATES, TIMES, ETC.
HAZARD: INABILITY TO COMPLETE TRAVEL

SCIENCE

HUMAN RELATIONS

MATH - NUMBER SYSTEMS

COMMUNICATIONS

CORRESPOND AND/OR TALK WITH DENTIST AND OTHERS
RECORD ACCURATELY THE ARRANGEMENTS MADE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
STANDARD OFFICE SUPPLIES APPOINTMENT BOOK	TYPE PER WISHES OF DENTIST, I.E., FREQUENCY OF PREPARATION AND ORDER & TYPE OF INFORMATION CUE LIST SHOULD INCLUDE ANY FACTORS WHICH WOULD FACILITATE PATIENT CARE AND EFFICIENTLY UTILIZE DENTIST'S TIME	
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
	107	VERBAL AND WRITTEN TO AND FROM DENTIST ○ VERBAL COMMUNICATION WITH HOSPITAL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
STANDARD OFFICE SUPPLIES AS APPLIED TO TYPE- WRITER MAINTENANCE, I.E., TYPEWRITER BRUSH, CLEANING FLUID, ETC.	BE FAMILIAR WITH ALL MOVING PARTS TYPING ON BOTH MANUAL AND ELECTRIC TYPEWRITERS DECISION AT WHAT POINT PROFESSIONAL MAINTENANCE IS NECESSARY CUES HAVE APPROPRIATE MANUAL READILY AVAILABLE	
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
	108	READING AND/OR VERBAL 118

<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p>	<p>PERFORMANCE KNOWLEDGE</p>	<p>SAFETY -- HAZARD</p>
<p>TYPEWRITER STANDARD OFFICE SUPPLIES DICTATION TRANSCRIBER OTHERS AS SITUATION INDICATES, I.E., PATIENT CHART DICTIONARIES (MEDICAL AND REGULAR)</p>	<p>OPERATE DICTATING MACHINE SET UP & TYPE OUTPUT AS INDICATED FROM TRANS- CRIBER CUES COMPLETE ACCURACY</p>	
<p>SCIENCE</p>	<p>MATH -- NUMBER SYSTEMS</p>	<p>COMMUNICATIONS</p>
		<p>LISTENING TO TRANSCRIBER TYPING FROM DICTATED TAPE DENTAL TERMINOLOGY</p>

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

STANDARD OFFICE SUPPLIES AS APPLIED TO INDIVIDUAL
EQUIPMENT

PERFORMANCE KNOWLEDGE

WILL VARY WITH TYPE OF MACHINE UTILIZED

USE OPERATIONAL MANUAL

DECISION

AT WHAT POINT TO CALL PROFESSIONAL MAINTENANCE TO PREVENT TOTAL BREAKDOWN OF EQUIPMENT

CUES

HAVE APPROPRIATE MANUAL READILY AVAILABLE

SAFETY — HAZARD

SAFETY: IF FLUID USED IN COPY MACHINE, USE CARE
IN HANDLING
HAZARD: STAIN DAMAGE

SCIENCE

EFFECT OF HEATING AND COOLING ON STATE OF
MATTER (CHANGE OF MATTER FROM ONE FORM
TO ANOTHER)
[EFFECTS OF HEAT AND/OR LIGHT ON SOME COPY
PAPER]

MATH — NUMBER SYSTEMS

LOCATE BY APPROXIMATION RATIONAL NUMBERS AND
INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)

GIVEN AN INSTRUMENT OF MEASURE, DETERMINE
PRECISION AND/OR ACCURACY WITH RESPECT TO
RELATIVE ERROR, SIGNIFICANT DIGITS AND TOLERANCE

COMMUNICATIONS

READ MANUAL

(TASK STATEMENT)

SAFETY - HAZARD

COMMUNICATIONS

WRITE AS INDICATED WITH PARTICULAR ADDRESSEE

ORAL INTERACTION WITH DENTIST

(TASK STATEMENT) TYPE A CONSULTATION LETTER

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

TYPEWRITER
STANDARD OFFICE SUPPLIES
PATIENT CHART
DICTIONARIES

PERFORMANCE KNOWLEDGE

SET UP AND TYPE LETTER AS SITUATION INDICATED
ADDRESS ENVELOPE CORRECTLY
CUE
GOOD FORMAT AND COMPLETE ACCURACY CRITICAL

SAFETY — HAZARD**SCIENCE****MATH — NUMBER SYSTEMS****COMMUNICATIONS**

WRITTEN OR DRAL COMMUNICATION WITH DENTIST

WRITE LETTER

DENTAL TERMINOLOGY

112

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Full Text Provided by ERIC

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(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
TYPEWRITER STANDARD OFFICE SUPPLIES DICTIONARY ACCOUNT CARD PATIENT'S CHART	SET UP & TYPE LETTER AS SITUATION INDICATES ADDRESS ENVELOPE CORRECTLY DECISION PROPER PHRASEOLOGY PROPER TIME AT WHICH TO PERFORM PROCEDURE CUL FINESSE MUST BE USED FAILURE MODE INCORRECT ADDRESS OR AMOUNT	IMPROPER PHRASEOLOGY HAZARD LOSS OF PATIENT LEGAL IMPLICATIONS
SCIENCE	MATH – NUMBER SYSTEMS	COMMUNICATIONS
WORK INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY IN SIMPLE MACHINES HUMAN RELATIONS	114	WRITE TO GUARANTOR

(TASK STATEMENT) COMPLETE WORKMEN'S COMPENSATION FORMS	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
<p>TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON</p> <p>TYPEWRITER STANDARD OFFICE SUPPLIES FORMS SUPPLIED BY WORKMEN'S COMPENSATION PATIENT CHART PATIENT'S FINANCIAL RECORD</p>	<p>CORRECT INTERPRETATION OF DENTIST'S NOTES FROM CHART</p> <p>ACCURATE LISTING OF PROCEDURES, DISABILITY, AND PROFESSIONAL FEE</p> <p>NOTATION ON PATIENT'S RECORD (COPY IF POSSIBLE)</p> <p>DECISION WHICH FORM IS APPROPRIATE FOR CIRCUMSTANCES</p> <p>CUES WRITTEN AUTHORIZATION FROM PATIENT BE CERTAIN CASE NUMBER IS CORRECT</p>	
<p>SCIENCE</p> <p>WORK-INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY IN SIMPLE MACHINES</p>	<p>MATH — NUMBER SYSTEMS</p> <p>ADDITION AND SUBTRACTION OF WHOLE NUMBERS</p> <p>MULTIPLICATION AND DIVISION WITH WHOLE NUMBERS</p> <p>REDUCTION OF FRACTIONS</p> <p>ADDITION AND SUBTRACTION OF PROPER AND IMPROPER FRACTIONS</p> <p>MULTIPLICATION AND DIVISION OF PROPER AND IMPROPER FRACTIONS</p> <p>CHANGING MIXED NUMBERS TO IMPROPER FRACTIONS</p> <p>ADDITION AND SUBTRACTION OF DECIMAL FRACTIONS</p> <p>MULTIPLICATION AND DIVISION OF DECIMAL FRACTIONS</p>	<p>COMMUNICATIONS</p> <p>LISTENING TO DENTIST</p> <p>READING NOTES OF DENTIST</p> <p>CORRESPOND WITH COMMISSION</p> <p>DENTAL TERMINOLOGY</p>

TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
TYPEWRITER STANDARD OFFICE SUPPLIES FORM FROM PARTICULAR COMPANY INVOLVED PATIENT CHART PATIENT'S FINANCIAL RECORD	CORRECT INTERPRETATION OF DENTIST'S NOTES FROM CHART ACCURATE LISTING OF PROCEDURE AND FEE NOTATION ON PATIENT'S RECORD (COPY IF POSSIBLE) CUES DENTIST'S PREFERENCE CONCERNING ASSIGNMENT OF BENEFITS BE CERTAIN CASE NUMBER IS CORRECT WRITTEN AUTHORIZATION FOR RELEASE OF INFORMATION	
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
WORK INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY IN SIMPLE MACHINES	ADDITION AND SUBTRACTION OF WHOLE NUMBERS	WRITE TO AND SPEAK WITH PATIENT CORRESPOND WITH INSURANCE COMPANY DENTAL TERMINOLOGY

TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
<p>TYPEWRITER STANDARD OFFICE SUPPLIES FORMS SUPPLIED BY MEDICARE PATIENT CHART PATIENT'S FINANCIAL RECORD</p>	<p>CORRECT INTERPRETATION OF DENTIST'S NOTES FROM CHART ACCURATE LISTING OF PROCEDURE AND FEE NOTATION ON PATIENT'S RECORD (COPY IF POSSIBLE) CUES DENTIST'S PREFERENCE CONCERNING ASSIGNMENT OF BENEFITS BE CERTAIN CASE NUMBER IS CORRECT</p>	
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
<p>WORK INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY IN SIMPLE MACHINES</p>	<p>ADDITION AND SUBTRACTION OF WHOLE NUMBERS</p>	<p>WRITE TO AND SPEAK WITH PATIENT CORRESPOND WITH INSURANCE COMPANY DENTAL TERMINOLOGY</p>

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON

TYPEWRITER
STANDARD OFFICE SUPPLIES
FORMS SUPPLIED BY INDIVIDUAL AGENCY
PATIENT CHART
PATIENT'S FINANCIAL RECORD
NOTE: FOLLOW GUIDE LINES OF INDIVIDUAL STATES

PERFORMANCE KNOWLEDGE

CORRECT INTERPRETATION OF DENTIST'S NOTES
FROM CHART
ACCURATE LISTING OF PROCEDURE AND FEE
NOTATION OF PATIENT'S RECORD (COPY IF POSSIBLE)
CUES
DENTIST'S PREFERENCE CONCERNING ASSIGNMENT
OF BENEFITS
BE CERTAIN CASE NUMBER IS CORRECT

SAFETY -- HAZARD

SCIENCE

WORK INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY
IN SIMPLE MACHINES

MATH -- NUMBER SYSTEMS

ADDITION AND SUBTRACTION OF WHOLE NUMBERS

COMMUNICATIONS

WRITING--TC PATIENTS AND AGENCIES
READING--LETTERS AND FORMS FILLED BY PATIENTS
AND AGENCIES
SPEAKING BY PHONE OR IN PERSON WITH PATIENTS
AND AGENCIES
DENTAL TERMINOLOGY

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
STANDARD OFFICE SUPPLIES STOCK BOOK OR CARDS	COUNT AND RECORD DECISION POINT AT WHICH TO REORDER CUES EXCELLENT OPPORTUNITY TO REARRANGE IN PROPER ORDER CLEAN AREA, ETC.	SAFETY: PROPER USE OF AVAILABLE STORAGE FACILITIES HAZARD: DAMAGE TO SUPPLIES TRAUMA TO PERSONNEL
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
	ADDITION AND SUBTRACTION OF WHOLE NUMBERS MULTIPLICATION AND DIVISION WITH WHOLE NUMBERS LOCATE BY APPROXIMATION RATIONAL NUMBERS AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL ORDERING)	RECORD INVENTORY

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
STANDARD OFFICE SUPPLIES STOCK BOOK OR CARDS RECORD OF SUPPLIERS AND COSTS OF SUPPLIES TELEPHONE	APPROPRIATELY AND ACCURATELY PLACE ORDERS INVENTORY AND RECORD ON INVENTORY SHEET OR CARDS STORE IN PROPER AREA DECISION WHAT POINT SUPPLIES WILL BE DEPLETED	
SCIENCE	MATH — NUMBER SYSTEMS	COMMUNICATIONS
WORK INPUT, WORK OUTPUT, FRICTION AND EFFICIENCY IN SIMPLE MACHINES	ADDITION AND SUBTRACTION WITH WHOLE NUMBERS MULTIPLICATION AND DIVISION WITH WHOLE NUMBERS	CORRESPOND AND/OR SPEAK WITH SUPPLIER VERBAL INTERACTION WITH EMPLOYER RECORD TRANSACTIONS

(TASK STATEMENT) COMPLETE INVENTORY OF SUPPLIES (EXPENDABLE)

**TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON**

PERFORMANCE KNOWLEDGE

SAFETY - HAZARD

STANDARD OFFICE SUPPLIES
STORAGE AREA
WORK STORAGE AREA

OFFICE POLICY ON KEEPING RECORDS
COUNT AND RECORD ON NECESSARY CHARTS
DECISION
TAKE TIME TO REARRANGE ORDER
TO CLEAN
FAILURE MODE
SUPPLY SHORT OR OUT
RUSH ORDER FOR RE-ORDER

SAFETY PROPER USE OF AVAILABLE STORAGE SPACE
HAZARD SUPPLY DAMAGE
STRIPS PLACED ON PERSONNEL

SCIENCE

MATH - NUMBER SYSTEMS

COMMUNICATIONS

ADDITION AND SUBTRACTION OF WHOLE NUMBERS
MULTIPLICATION AND DIVISION WITH WHOLE
NUMBERS
LOCATE BY APPROXIMATION RATIONAL NUMBERS
AND INTEGERS ON THE NUMBER LINE (SEQUENTIAL
ORDERING)

NON-VERBAL-UNDERSTANDING OFFICE POLICY AS
TO METHODS
RECORDING INVENTORY